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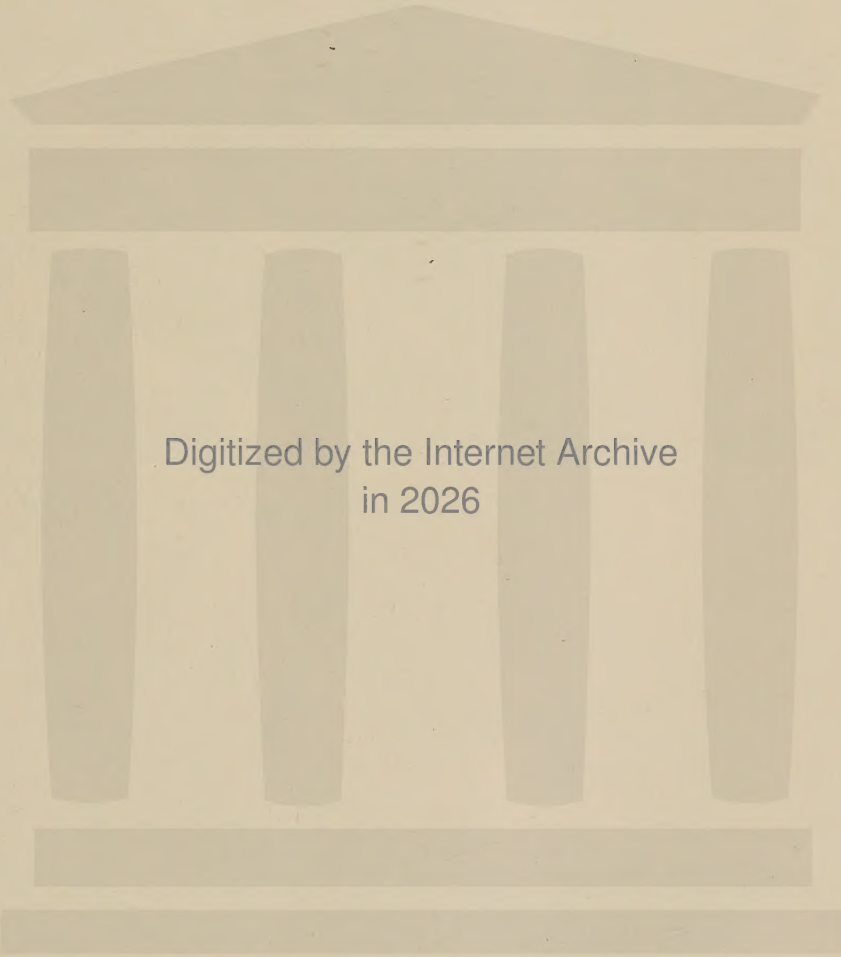
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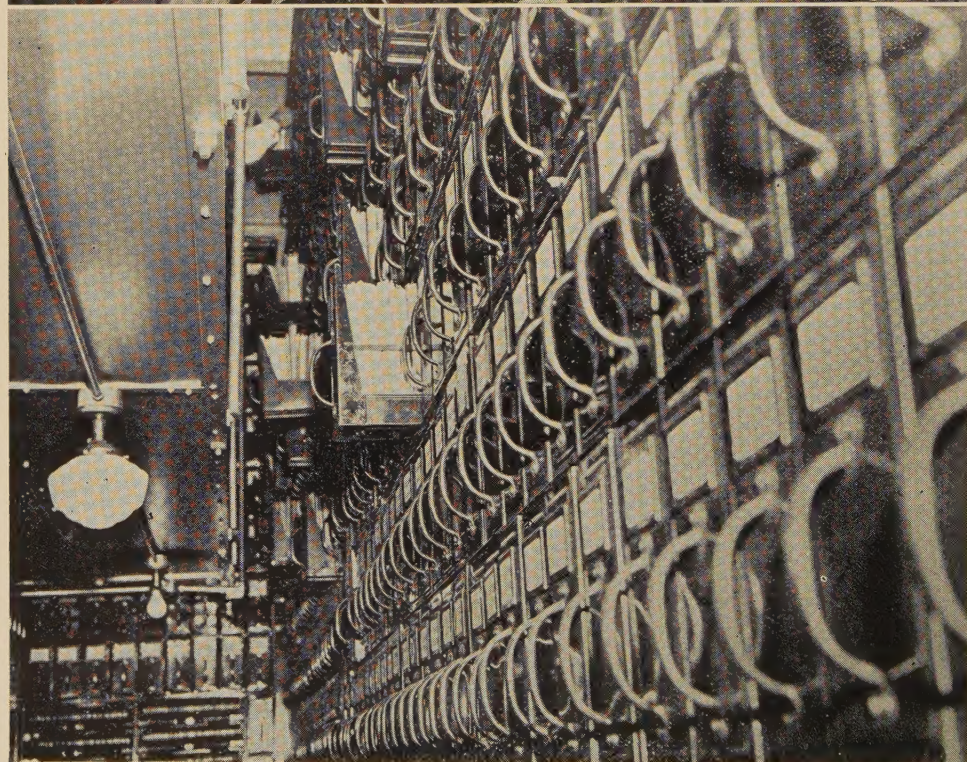
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A TOO TYPICAL COUNTY VAULT

Whose Fault?

An Editorial

FOR fifty years historians and archivists have been proclaiming that county records constitute the greatest heritage of historical source material we possess. Lawyers have been pointing out the importance of those records from the legal standpoint. Yet even in the most progressive states, county records continue to bake in uninsulated attics, to molder in dank basements, to furnish linings for rats' nests and kindling for court house furnaces. Local opposition—either a false pride of possession, jealousy against state interference in county affairs, or optimistic belief that the conditions are temporary—usually blocks the transfer of older records to the state archives department, even where the county officials themselves recommend such a deposit. Hardly a week goes by that one cannot read an article similar to the following, quoted from a January 1946 newspaper: "It appeared today that the ——— county court house is lighter by seven tons, while the county itself is \$99.61 richer by virtue of the sale of old records as scrap paper."

There must be some reason why our efforts to preserve county archives must be counted a failure. Before condemning our county officials as being ignorant and indifferent, it is only fair to consider their answer to our charges. Most county officials today, it is probably safe to say, are conscientiously trying to take care of the records entrusted to their care, and point with pride to ingenious utilization of odd corners and crannies in their court houses salvaged for additional storage of records. Even where there are comparatively new buildings, however, county officials are unanimous in declaring that they are unable to take care of their records as well as they know how, because their vaults are always too small and inadequately equipped.

Not one of the hundreds of court houses which the writer has visited in person or studied in plans shows the slightest comprehension on the part either of the building committee or the architect, as to the significance of records in county administration. Record vaults in county court houses seem invariably planned as mere storage closets, to be tucked away into such space as is left over after providing for showy court rooms and county offices often otherwise thoughtfully planned. No attention is paid to the necessity for future expansion of filing space nor to vault dimensions suitable for the installation of up-to-date filing equipment.

Most pictures of county vaults which appear in archival publications show filthy storerooms with records strewn helter-skelter over the floor. That such storerooms exist cannot be denied. Here, however, is depicted what we believe to be a truer presentation of the problem of housing county records. These photographs, taken a year ago in an Illinois court house, are typical of conditions to be found all over the country. The circuit clerk in charge of this vault is an able, progressive official whose awareness of the value of the records in his custody is evidenced by the cleanliness and neatness of the vault and the orderly arrangement and proper labeling of the files. This man appreciates the fact that folding is destructive to paper and he is anxious to change to flat filing. But he is stymied in his plans because his vault is too high and too narrow to permit the use of the appropriate filing cabinets. The obsolete document files—significantly called by the equipment trade “county files”—are the only equipment which permits economical use of available space. A tall man can hardly stand upright on the narrow runway down the middle of the vault, built to facilitate reaching the upper rows of document files. Everyone who, perched precariously on a ladder, has reached for one of these “document files” only to have the tricky compressor at the back give way showering the records, if not also himself, on the floor, realizes that no county official is clinging to this outmoded system of filing because he likes it. As a matter of fact, at the time these photographs were taken, one clerk of this office was in the hospital recuperating from a broken leg sustained in a fall off this runway.

We archivists can better achieve our objectives if we abandon our critical attitude towards county officials and work sympathetically with them in presenting their vault requirements to the architects and county boards who are responsible for planning our court houses. State and federal records are largely by-products of administration, a large proportion of the records being of only temporary value and susceptible of being reduced in bulk by microphotography or even complete destruction after a period of years. Most county records, on the other hand, are “record records” or “true records” as they are variously called, records which should be preserved permanently in their original form. It is to the county official that everyone entrusts the proofs of his property and citizenship rights, and the fundamental function of the clerks of the county, probate and circuit courts and the county recorder, however those titles vary from state to state, is to act as county archivists. These men are the custodians of the records of births, marriages and naturalizations, of records relating to the safeguarding of the persons and property of minors, insane and other persons incapable of

protecting their own interests, the records of election of our officials, the wills and record of administration of estates, proofs of corporate rights, certificates of ownership of mortgage rights and of real estate—any number of records the loss of which would spell chaos to the community. Viewed in this light, record vaults are truly the heart of county government and deserve primary consideration in the planning of court houses. Architectural emphasis should be put upon building, not court houses, but rather “halls of records” as they are occasionally and most appropriately designated.

Retirement of Federal War Records¹

By VICTOR GONDOS, JR.

War Records Office, The National Archives

THE Army Service Forces have a slogan that for sheer brashness nothing can surpass: "The impossible we do at once; the miraculous takes a little longer." The National Archives, which has recently passed its tenth year of existence, does not lay claim to either such self-confidence or such demonstrated miracles of achievement. Nevertheless it does feel a quiet pride for its significant part in meeting the challenge posed on the war records front. That challenge was and still is formidable. It can be said to be completely met only when all responsible officials and researchers have ready access to all valuable records bearing upon any phase of the war-making process.

Let us not forget that after World War I we lost the peace. It cannot be overemphasized that at this juncture of history America is in danger of losing not only the peace but the war. It cannot be sufficiently reiterated to the American people that we are not now at peace. We are in a curious and complex situation unprecedented in our history. Nothing can more forcefully illustrate this point than the recent action of the lower house of Congress when it voted unanimously, 374 votes to none, to maintain a 6,000-ship Navy in active and reserve categories.

In such circumstances it would be folly to neglect the prompt and effective safeguarding of our vital war records. And by safeguarding we mean all the processes that enter into it: (1) Workmanlike surveys, (2) appraisal for disposal and retention, (3) safe housing, (4) classification, arrangement, and description, and (5) servicing. The fifth point is the target objective. All else that we do can be justified only when we have control over the records retained and we can furnish ready and effective service.

Now let us consider briefly where we were before the war period, what has happened since, what we have done about it, where we are now, and what may be forecast for the future.

From 1935 through 1938 the National Archives was engaged in the survey of Federal records in the National Capital. This survey disclosed

¹ This paper was read by the writer, a member of the staff of the War Records Office of the National Archives and an Army reserve officer, before the ninth annual meeting of the Society of American Archivists in Indianapolis, November 7, 1945.

the existence of more than 3,000,000 cubic feet of records. During most of the same period the Survey of Federal Archives of the Works Progress Administration, with the cooperation of the National Archives, surveyed Federal records throughout the rest of the United States. This work disclosed the existence of about 4,000,000 cubic feet of field records. If we add to these the records of the many post offices that were not included in the surveys and those, perhaps, of some marginal groups, we may hazard an estimate of 8,000,000 cubic feet of United States Government records in 1938. The probable accumulations between the years 1938 and 1941, which included a 15-month period of partial mobilization, further increased the volume so that at the time of the Pearl Harbor disaster the Federal Government staggered under a burden of some 12,000,000 to 14,000,000 cubic feet of records.

Since the National Archives and the Survey of Federal Archives completed their original comprehensive surveys, prior to 1938, no further all-inclusive surveys have been possible. Nevertheless we have been able to estimate from the fairly accurate investigations made by the agencies of the armed forces and certain of the temporary and permanent agencies of the Government that the amount of Federal records has increased about 50 percent since Pearl Harbor.

In the years between the establishment of the National Archives and the entry of this country into the war, about one-third of a million cubic feet of records were transferred to the National Archives. Another third of a million cubic feet were received during the war years. Obviously, under the circumstances, the arrangement, description, and inventorying of this great volume of records have fallen far behind that necessary for optimum use. The National Archives has been severely handicapped in providing service on records of emergency agencies of the first World War, because the files of those agencies were neither properly segregated for retention and disposal, nor were they properly retired—unless one can call a paper dump a method of retirement. Wartime reductions in the staff of the National Archives also seriously hampered the provision of information from other records in the custody of the Archivist. Although the scholar is usually not too pressed for time, the administrator desiring to know what Joe Doakes did to solve a situation similar to the one with which he is faced and John Q. Public anxious to make good a claim are both zealots for getting answers quickly. But sadly enough, because of the many demands that are made on the National Archives, people are sometimes kept waiting or are even turned away.

One is reminded of a story told a few years ago by a gentleman on a State Industrial Commission. One day the Commission received a letter from a widow who was entitled to an award because of the death

of her husband. "I am," wrote the widow, "having so much trouble in trying to collect the money that I sometimes almost wish I had my husband back."

The miracle is that, despite the adversities referred to, so much useful reference service has been and is being rendered. Somehow many of the emergency war agencies were supplied with needed data, and many an honest claimant was helped to equity. In the files of the Archivist of the United States are many letters from both public and private sources expressing appreciation of extraordinary services.

Our immature and chaotic records inheritance from the first World War has often been referred to in the past and I shall not further labor the point here. We all decided to do better by the products of World War II. By "we" I refer mainly to the Executive Office of the President, the National Archives, and the old-line war agencies, the War and Navy Departments. All of these agencies commenced a simultaneous attack on the problem.

The first official shot was fired by President Roosevelt in a letter written to Harold D. Smith, Director of the Bureau of the Budget. "I am very much interested," wrote the President in the spring of 1942, "in the steps that you have been taking to keep a current record of war administration. I suggest that you carry this program further." President Roosevelt then went on to urge that "an accurate and objective account of our present experience" be preserved, and he furthermore directed that "officials in war agencies will bear in mind the importance of systematic records, and to the extent commensurate with their heavy duties, cooperate in this undertaking."²

A Committee on Records of War Administration was established, of which Waldo G. Leland, Director of the American Council of Learned Societies, was chairman, Pendleton Herring of Harvard University was secretary, and the Archivist of the United States, Solon J. Buck, the Librarian of Congress, Archibald MacLeish, and others were members. This Committee was primarily a policy-forming body without operational functions. To carry on the work of the Committee, Budget Director Smith established a War Records Section in the Division of Administrative Management of the Bureau of the Budget. This Section has been concerned chiefly with encouraging the establishment of war history units in other Federal agencies, and with supplementing the normal documentation of war activities at high levels.

Prior to these developments, the Archivist of the United States and his staff had been stressing the importance of sound records administration, of which records retirement is an important part. The principle

² *American Archivist*, 5: 200 (July 1942).

had to be brought to the attention of the officials of more than one hundred agencies, and many did not hear the call or refused to lend an ear. The interest of the President, the Committee on Records of War Administration, and the Bureau of the Budget in the creation of adequate records of the war, however, lent encouragement to the broader records administration program of the National Archives.

Borrowing military parlance, we may say that the records offensive proceeded with simultaneous attacks in three recognizable theaters of operations: (1) The old-line peace agencies, such as the State, Treasury, Justice, and Commerce Departments; (2) the old-line military agencies, notably the War and Navy Departments; and (3) the emergency war agencies, of which there are several score, including such well-known ones as the War Production Board, the Office of Price Administration, the Selective Service System, and the War Manpower Commission.

The Old-Line Peace Agencies

Some of the old-line peace agencies, interestingly enough, have very important and sometimes extensive war functions to perform and consequently create war-related records. Among them the Department of Agriculture is considerably advanced in its records management program and facilities. The Production and Marketing Administration, which comprises about 60 percent of the activities of the Department, is especially active in this program. On all disposal and transfer jobs liaison with the National Archives is maintained through the Chief of the Communications Division, Office of Plant and Operations. This Division has separate units for current and noncurrent records, through which it attempts to standardize records management work throughout the agency. In 1944 the Department of Agriculture had some 600,000 cubic feet of records, half in Washington and half in the field, but the proportion of these that are war-related is not definitely known by this writer. Of this mass the Department, during the year 1944, actually disposed of only 10,000 cubic feet.

Although in the Commerce Department there is neither a records officer nor a centralized records administration program, technical liaison with the National Archives is maintained through the Chief Clerk of the Department. Each bureau separately handles its own records problems and carries on its relations with the National Archives through its own administrative officers. The Department holds some 200,000 cubic feet of records, of which about 10,000 cubic feet were disposed of in 1944. The very important Surplus Property Administration, which handles the liquidation of wartime surplus materials,

has been transferred to the Department of Commerce. The records situation at the Department of the Interior is much the same as that at Commerce.

The Department of Justice, as may be expected, has important war-connected records resulting from the activities of its investigative units. The Department has recently appointed a records administration officer in the Office of the Administrative Assistant to the Attorney General. He has authority to deal with all records of the Department, which amount to the impressive total of 800,000 cubic feet. Nearly 45,000 cubic feet of records of no further value, or more than 5 percent of the total holdings of the Department, were disposed of during 1944.

In the State Department the Division of Research and Publication handles all disposal and transfer matters. It has not been possible to ascertain the volume of State's holdings since they are in part scattered in consular and diplomatic posts all over the world. An involuntary disposal program occurred early in the war in lands overrun by the successful Axis armies. (A provision of the Federal Disposal Act of July 7, 1943, permits the destruction in time of war of records the retention of which would be prejudicial to the interests of the United States, but requires such destruction to be reported to the Archivist.)

The Treasury Department is a vitally important agency for both peace and war purposes, but it now lacks a definite records administration program. It had, however, for many years the valuable services of Miss Helen Chatfield, whose name and accomplishments are so well known in the archival field. Before being called to wider fields of action in the Budget Bureau, Miss Chatfield as Treasury Archivist instituted an excellent administrative reference service, helped in the establishment of filing systems and procedures whenever requested, and initiated records retirement surveys and disposal lists of recurring items. The survey conducted in 1941 under the auspices of the Committee on the Conservation of Cultural Resources, which appears to have been the last complete one, revealed 560,000 cubic feet of current and 77,000 cubic feet of noncurrent Treasury Department records, or a total of some 637,000 cubic feet. Naturally this volume has been materially increased in the intervening years. About 54,000 cubic feet of records were disposed of in the fiscal year 1944 and 40,000 cubic feet in the first half of the fiscal year 1945.

This fleeting survey of some of the old-line peace agencies indicates that many have not recognized the values inherent in good records management, that they depend on hit-or-miss methods of records disposition or retirement, and that some hesitate to appoint records officers of competence, knowledge, and experience, who are clothed with the

necessary authority for department-wide prosecution of the work and are given adequate staffs. Both current and noncurrent records needs would be best served by the appointment of such officers. Also, in order to attain their maximum usefulness, records officers should advise officials in planning procedures that will prevent the creation of unnecessary papers and that will properly identify records, should train personnel in files work, should continuously study filing systems, should know how to evaluate records from the administrative and legal viewpoints, and should not only plan but administer the entire records retirement program. This done, an adequate, well-arranged documentation of an agency's wartime activities should result rather than the chaotic mass of records archivists are often plagued with. It is gratifying to be able to state that many such enlightened practices are being followed by both the War and the Navy Departments, as well as by several of the nonmilitary agencies.

The Military Agencies

War Department

The War and Navy Departments plus the temporary war agencies possess among them at least half of all the records of the United States Government, or between 8,000,000 and 9,000,000 cubic feet. The War Department's share of this imposing volume amounts roughly to 4,000,000 cubic feet, distributed in some 2,500,000 file drawers in various offices and depositories.

The Adjutant General in the War Department has been from time immemorial the record-keeper for the Army, but, prior to the advent of the National Archives, the emphasis, naturally, was not on records retirement or disposition. Through the activity of the Division of War Department Archives, now the War Records Office of the National Archives, the principles of records administration were carried to The Adjutant General's Office and there they bore fruit. On April 19, 1943, Memorandum No. 48 of The Adjutant General's Office established a Records Division charged not only with the responsibility for the receipt, preservation, and management of the permanent records of the War Department and the Army, but also with the "investigation, inspection and technical supervision of current record procedures and policies of The Adjutant General's Office." Thus the records disposition attack got under way. It was spearheaded by Col. Thomas Spaulding, who served in this capacity until his retirement from the service on July 1, 1943, when he was succeeded by Col. Ambrose White.

Upon the assumption of command by Colonel White, the Records

Division was organized into six branches, one of which, the Records Management Branch, is of particular significance to the topic we are discussing. This Branch constituted the technical brains of the War Department's remarkably comprehensive records retirement program. Several of the top figures in this Branch are former members of the National Archives staff, and to them are due in large part the breadth of scope, the precision of detail, and the direction of this largest of all the Government's retirement programs. It is no secret to say that the two principal figures to whom the utmost credit is due are Lt. Col. Wayne C. Grover and Dr. Robert Bahmer, assisted by an unusually well-selected staff both from the National Archives and from private business. To name any one of these would be to name all.

In 1943 this staff commenced and executed a questionnaire survey of all offices and installations of the War Department, and on the basis of this survey, supplemented by spot checks, the Records Division submitted before the end of the fiscal year some 150 disposal lists and schedules. They were appraised at the National Archives, and the disposal of the overwhelming majority of the records covered by them was authorized by the Congress. By mid-1944 the whole of the Military District of Washington and many posts, camps, and stations outside had been covered by disposal authorizations. Contemporaneously some 70,000 cubic feet of permanently valuable records, including the records of the American Expeditionary Forces, 1917-19, were transferred to the National Archives.

By 1944 the Records Division was able to initiate an offensive on field records. Under the capable leadership of Maj. Purcell B. Robertson, three flying squadrons were organized, each composed of one or two officers and a team of civilians experienced in the handling of War Department records. The three units divided among them the nine service command areas of the United States, and, armed with a manual of records already authorized for disposal by the National Archives and the Congress, they sallied forth to inspect posts, camps, and stations, and all service command headquarters. These expeditions resulted in the disposal of tons of records of no further value and the transfer to the National Archives of thousands of cubic feet of documents of enduring value. Today it may be said that the National Archives holds all the valuable nineteenth-century records of the Army and most of those through the period of the first World War. At the height of this campaign, from December 1943 through March 1944 inclusive, 70,000 file drawers of records were destroyed or transferred to the National Archives. It was estimated that this relieved the Department of the burden of maintaining 200,000,000 letter-size sheets of paper.

Emboldened by success as well as by the pressure of circumstances, about the time that General Eisenhower's armies landed in Normandy the dynamic and imaginative records high command in Washington broadened their own operations to include the entire world. By the spring of 1945 the Army had established and was operating 38 records-handling installations, ranging in importance from receiving posts to huge semipermanent depositories.

The Army records line-up as of 1942 stood as follows: Immediately necessary current records were held in The Adjutant General's Office in Washington; records of organizations were kept in High Point, N.C., by the Demobilized Records Branch; and the Discontinued Projects Branch in Omaha, Nebr., was custodian of civilian employees' records. In addition, many noncurrent records were stored in innumerable posts, camps, and stations throughout the country. This process of decentralization was further augmented by the establishment of a Records Branch in Savannah, Ga., for the noncurrent records of units going overseas as well as for records sent back by overseas units.

It did not take long to discover that the loss of time and effort resulting from such decentralization was immense. The Records Division, instead of jumping to the conclusion that reconcentration was the thing, carefully studied the issues and came to the conclusion that while a certain amount of concentration on a functional basis was advisable, there was an equally clear-cut need for strategically plotted reception centers and intermediate processing depots. The net result was the creation of two echelons of records installations. The first echelon consists of a major depository at St. Louis, Mo., and three specialized depositories also within the continental limits of the United States. One of these specialized depositories, the War Department Records Branch in Alexandria, Va., is charged with the temporary custody of noncurrent records from offices in the Military District of Washington and also with the processing and transferring of records of enduring value to the National Archives. This depository holds records from the General Staff, the Secretary of War, the discontinued offices of the War Department, and the headquarters of the Army Service Forces, Army Ground Forces, and Army Air Forces. Its present holdings are in 40,000 file drawers and amount to about 70,000 cubic feet. The other two specialized records depositories are the Signal Corps Depository on Long Island for photographic records and the Army Air Forces depository at Wright Field, Dayton, Ohio, for AAF photographic and contract records.

The largest depository, at St. Louis, contains records that were formerly held at High Point, Omaha, and Savannah. It was established because of the need to bring together mutually interdependent activities

and data and consists of six branches: the Demobilized Personnel Records Branch, Civilian Personnel Records Branch, Organizational Records Branch, Contract Records Branch, Clinical Records Branch, and Records Service Branch (Miscellaneous). There is a mutual dependency among the records controlled by the different Branches. Thus the demobilized personnel files, if they do not shed full light on a point, can be reinforced by the data in the organizational files and in the clinical records. One half of the 3,000,000 square feet of floor space in the St. Louis Records Center will be occupied by records in the custody of the above-mentioned Branches under the direction of The Adjutant General, and will include all procurement records except those of the Army Air Forces. The records of the Office of the Fiscal Director will occupy the other half of the Center.

The second echelon of installations includes 9 depots, one in each service command area in the United States, and some two dozen depots spotted around the world in the various theaters of war. The overseas depots receive the records of the commands in their areas and process them for return to the respective depots in the United States. In each of the depots in the United States are concentrated all noncurrent records of all installations in the service command, such as posts, camps, and stations, and they include the records of such technical services as the Engineer Corps, the Quartermaster Corps, and Chemical Warfare Service. In June 1945 the 9 depots held a total of 57,400 file drawers of records or about 90,000 cubic feet. As to the mission of these service-command depots, the War Department directive clearly states: "A records depot . . . is not a warehouse for the dead storage of files; neither is it an archival depository for the permanent maintenance of valuable records. The records depot is an intermediate depository through which noncurrent files are processed and in which they are administered pending either destruction or transfer to a permanent depository."³

To make this system work in a coordinated fashion the Records Division early realized the necessity for a common doctrine. Several tentative issuances in 1943 and 1944 were followed with the publication in 1945 of three well executed definitive works: (1) the War Department Disposal Manual, TM-12259, (2) the War Department Technical Manual of Filing Procedures, TM-12258, and (3) the Army Service Forces Manual on Records Depot Organization and Operation, M810.

What has been the quantitative result of all this effort? As previously stated, the total War Department holdings at the end of 1944 were

³ Army Service Forces, *Records Depot Organization and Operation*, 1 (Army Service Forces Manual M810, 1945).

estimated at 4,000,000 cubic feet. In 1943-44, the first fiscal year that the program was under way, 225,000 cubic feet were destroyed; in the fiscal year 1944-45, 750,000 cubic feet met a similar fate; and in the first quarter of the fiscal year 1946, 225,000 cubic feet were disposed of. At that rate of progress the year 1946 will witness the disposal of a cool million cubic feet of useless records of the War Department. Truly an outstanding achievement, as it is the greatest disposal record in the administrative history of the Federal Government! It means that in a single year, in that agency of the Government alone, we shall be rid of a volume of useless papers nearly large enough to fill the National Archives Building.

Navy Department

Even before the War Department began its program of records retirement, the Navy Department commenced action on the records disposition front. The Office of Records Administration, headed by Emmett J. Leahy, formerly a member of the staff of the National Archives, and later commissioned as Commander, USNR, was created in the Executive Office of the Secretary of the Navy in October 1941. With characteristic energy Commander Leahy set about the task of formulating and executing a program, which, however, from the records retirement angle, really began to mature only when the new Disposal Act of July 7, 1943, was passed by the Congress and approved by the President.

This program has already been brought to public attention in articles written by Comdr. Emmett J. Leahy⁴ and by Lt. Comdr. Herbert E. Angel.⁵ It is hardly necessary, therefore, to do more than hit the high spots and bring the story down to date.

The Navy's Office of Records Administration has maintained a somewhat different emphasis from that of the War Department's Records Division, but it too has actively pushed the disposition function. The work of the Office is divided into five fields: correspondence, current records, noncurrent records, administrative reference, and microphotography. The so-called streamlining of correspondence and the use of microcopying have been major objectives of Commander Leahy's office, and both of these activities appear to have paid solid dividends. It must be emphasized, however, that the bulk of the microfilm work has been undertaken not with the idea of disposing of the records filmed but rather in order to duplicate engineering records, particularly

⁴ "Records Administration and the War," *Military Affairs*, vol. 6, no. 2, p. 97-108 (summer 1942).

⁵ "Highlights of the Field Records Program of the Navy Department," *American Archivist*, 7: 174-180 (July 1944). Commander Angel became head of the Navy's Office of Records Administration when Commander Leahy left the service in December 1945.

blueprints, so that every ship and naval installation in the world could be properly supplied with indispensable plans and details for the maintenance and repair of ships and works. Microcopying for disposal purposes has received but about 5 percent of the money allocated to microfilming.

Since 1943, when the disposal law permitting schedules came into effect, the Records Administration Office, spearheaded by Miss Adeline Barry, formerly of the National Archives staff, energetically pushed the coverage of all departmental records with comprehensive schedules. By means of these schedules, the disposal parts of which must receive National Archives approval and Congressional authorization, the disposition of each series of records is indicated, that is, whether the series shall be retained by the Department, transferred to the National Archives, or destroyed. Since July 1, 1943, 7 of the Navy Department bureaus, the Office of the Chief of Naval Operations, the Executive Office of the Secretary, and the Headquarters of the United States Marine Corps have been thoroughly covered with some 50 schedules, ranging in extent from a single series of records to many hundreds of series. Coverage has also been provided for all naval air stations, all naval districts, all training schools, some of the navy yards, and the United States Naval Academy. Perhaps the most notable of the 1944 schedules was that embracing records of all ships of the United States Fleet. Perhaps the most difficult to devise was the disposal schedule for the Marine Corps, which entailed extensive negotiations lasting several months and was finally worked out by the application of a new concept known as functional scheduling, which had been jointly developed by the War Department and the National Archives.

Thus by 1945 the Navy had provided, in the main, for the disposition of the records of its three general divisions—the departmental bureaus in Washington, the shore establishments, and the fleet. That did not mean, however, that the records administration staff could rest on its laurels, for, under the intense pressure for all-embracing coverage much of the planning, of necessity, had to be incomplete and sketchy. It was now a question of filling in weak spots, tightening the screws, obtaining precision in detail, in other words—to use a much-abused term—streamlining the job. In fact it is a never-ending job.

Unlike the Army, the Navy has never used the comprehensive questionnaire method of survey, but rather it has favored the personalized survey executed by small, trained teams. This is, of course, a worthy method but because of insufficiency of competent personnel it has meant that the original coverage could only be spotty, with many gaps left for later consideration.

The first naval records depository was established in February 1942;

designed primarily to serve the Navy Department, it was consequently located in Washington. The second was established in Philadelphia in December 1943, primarily with the mission of housing permanent records of civilian and military personnel separated from active service. A third depository was opened, in the Midwest, for the security storage of microfilm copies of vital naval documents. The fourth and, to date, the last depository began operations in Los Angeles on July 1, 1944. The 4 depositories have a combined total of about 180,000 square feet of space. Although this is far less than the Army's, the objective of the Navy's depots is somewhat different. They began as processing centers, rather than as semipermanent or long-term housing establishments, and there has been a rapid turnover of records material.

An interesting development in connection with naval depositories, however, must be mentioned. The past year witnessed a radical alteration of the mission and an expansion in the functions of the Philadelphia and Los Angeles Naval Depositories. These have now become, respectively, the Naval Records Management Center—Eastern Branch, and the Naval Records Management Center—Western Branch, and in addition to processing the records of shore establishments and decommissioned activities, personnel files, and ships files, they have assumed the execution of services, in their areas, formerly rendered directly by the Office of Records Administration in Washington. These additional services consist of correspondence management, current records management, administrative reference service, and microphotographic services. As Commander Angel has stated, the depositories have become "regional offices of records administration for the Navy, merely guided and coordinated by the headquarters office in Washington."

Now as to the figures that show the pay-off for the investment of capital, time, and effort. It has been previously stated that the probable total of naval records is in the neighborhood of two and a half million cubic feet. This is wholly an approximation since the Navy's surveys have not been as complete as those of the War Department. Since the establishment of the Office of Records Administration, some 40,000 cubic feet of records of enduring value have been transferred to the National Archives, thus about doubling its former holdings of Navy records. As a result, practically all permanently valuable noncurrent records of the departmental bureaus and offices of the Navy (with the exception of personnel records) through 1940 are now in the National Archives. About 10,000,000 documents were microfilmed by the Navy with the view to destroying the paper records. Somewhat over 100,000 cubic feet of records were transferred to naval depositories. As for disposal by destruction or sale as waste paper, up to January 1945 about 150,000 cubic feet were eliminated. In the first 6 months of the

present calendar year [1945], 70,000 cubic feet of material was disposed of. The total of Navy records disposed of to date may therefore be calculated at a quarter of a million cubic feet.

This brief sketch of the records retirement work in the armed services shows that there are considerable differences in emphasis, in organizational structure, and in methods of operation between the two services. The Office of Records Administration of the Navy has managed to do well with a split personality—part very vigorously concerned with current office practices and part devoted to noncurrent records disposition. The Records Division in the War Department has concentrated almost wholly on noncurrent records problems.

It should be obvious that in records retirement work both services present a decided contrast to most of the peace agencies of the Government. With some exceptions, there is no comparison between them in imagination, execution, and implacable drive. It is true that they had greater resources than most of the nonwar agencies, but both services deserve great credit for splendid work. And the National Archives can feel proud that men who learned their archival lore at the mother institution—even though it may have been not so much by precepts taught as by the good old-fashioned method of trial and error—were the originators and leaders of these programs, ably assisted by others in both staff and line positions. They have done a job unmatched in this particular phase of the administrative history of the Government of the United States.

Emergency War Agencies

As the final section of this report, let us consider that large, amorphous growth of Government known as the emergency war agencies. They number approximately four score and range all the way from great boards and administrations known to everybody, such as the War Production Board, the Office of Price Administration, and the Selective Service System, to such comparative obscurities as the Agricultural Mission to Saudi Arabia, the Joint Mexican-United States Defense Board, and the Inter-American Coffee Board. The National Archives was determined, insofar as it lay within its power, that the neglect suffered by records of the first World War should not be the fate of those of the second. Everything related to the emergency agencies was approached and studied from the angle of their ultimate extinction. In fact, the newspapers could well headline the story of this work with the caption: BUREAUS DO DIE. But although some have become extinct, we must hasten to add that the number of the decently interred is still small and consists mainly of the infants.

In its records administration program, the National Archives gave

special attention to the emergency war agencies because their temporary nature made their problems more acute than those of the old-line agencies. The first and fundamental task was to make the heads of these agencies conscious of the records problem, to induce them to appoint duly qualified administrators to handle the problem, and then to afford these officials all the help and advice within the power of the National Archives.

To provide a sound basis for handling records of emergency agencies, some 30 studies and reports were prepared by the National Archives. These reports averaged from 10 to 15 single-spaced typed pages apiece, making a book of about 400 pages, closely packed with facts and figures relating to the records of the emergency war agencies of the Federal Government. Even with their admitted imperfections, the reports represent a records study of a scope probably rarely equaled in extent and amply testify to the Archivist's concern with this unprotected flank of Federal records management. And this work was done during a period when the National Archives, with ranks depleted because of personnel lost to the armed forces and other agencies, was forced to carry on its normal operations under a handicap. But no superstructure could be built until the foundations were laid, and to lay the foundations, test borings had first to be executed by someone. These studies represent the test borings, and, by and large, they have been useful.

Meanwhile, the Divisions of Estimates and of Administrative Management of the Bureau of the Budget began to study liquidation problems. In 1945 the latter division issued four *Management Bulletins* on administrative operations, one of which dealt with records, and a publication entitled *Agency Liquidation or Reduction: a Procedural Guide*, which included a section on records retirement. These bulletins were widely circulated among Federal agencies. They emphasized the responsibilities of "top management" in relation to records, including the designation of records officers.

The beneficial results of these efforts can now be seen. The records-officer situation is spotty, but some of the largest agencies have appointed such officials or are on the verge of doing so. The War Production Board has had a records administration staff since 1943, that of the Selective Service System has just undergone its second reorganization, the Office of Price Administration has recently appointed two able National Archives staff members to head up its records program, and the War Shipping Administration and Maritime Commission have done likewise. The Office of Censorship, the War Relocation Authority, the Office of Civilian Defense, and the Office of War Information all have had records administrators appointed or actively at work. And some of the agencies notably the Petroleum Administration for War, the

Office of Defense Transportation, and the Coordinator of Inter-American Affairs, have employed National Archives personnel on a reimbursable basis to survey their records.

The known holdings of the emergency war agencies amount to over 2,000,000 cubic feet of records, and the probably ultimate holdings will be about 2,500,000 cubic feet. In mid-1944 the rate of increase was reported to be about 300,000 cubic feet of records a year; the substantial amount of 292,000 cubic feet was reported to have been eliminated; and only 140,000 cubic feet were then in a noncurrent category.

In May 1945 VE-day arrived and with it the Governmental cut-backs commenced. In August Imperial Japan acknowledged its first war lost in the two millenniums of the Mikado's dynasty, and the pressure for agency terminations was on in full earnest. The test had arrived for whatever the Budget Bureau and the National Archives had been able to devise. Since then 6 agencies—the Central Administrative Services, the Office of Civilian Defense, the War Refugee Board, the Foreign Economic Administration, the Office of Strategic Services, and the Office of War Information—have actually passed out of existence. These do not include, however, the largest records-producing agencies; and the continuation of many of the functions of FEA and OWI by other agencies have kept a large part of their records in an active status. In process of termination today are the Office of Censorship and the War Relocation Authority. The great War Production Board has been transformed and reduced to the Civilian Production Administration, and the Office of Economic Stabilization has been changed into the Office of War Mobilization and Reconversion. No Executive order terminating the Office of Price Administration has been issued, but the process of reduction has informally commenced, with a number of controls already eliminated and staffs reduced. Thus 3 months after VJ-day the score stands at 11 agencies either abolished or materially reduced in manpower, functions, and records.

As the informal structure of agency-termination now exists, six control and service agencies of the Government take part in the liquidation process. These are the Budget Bureau, which oversees the entire process, the Treasury Department, the General Accounting Office, the Civil Service Commission, the Surplus Property Administration, and the National Archives.⁶ As far as the records of an agency are concerned, they are either destroyed, transferred to the National Archives,

⁶ By an Executive order signed January 4, 1946, the position of Director of Liquidation in the Office for Emergency Management and a Liquidation Advisory Committee were established. The duties of the Director are "to further proper preparations, arrangements,

or allocated by the Budget Bureau to whichever permanent agencies inherit certain functions of the dying member.

The termination process began about VE-day and will continue indefinitely. The developments in peace and war since 1933 have unalterably placed this Government in direct responsibility for events in a host of social and economic fields critically interwoven with the daily life of the people. The Government will continue to be vitally interested in the problems of labor, capital, industry, commerce, agriculture, and in the welfare of the housewife, the college student, the soldier, the young, the middle-aged, the disabled, and the old. The relationships between them, the events that impinge upon the lives and activities of these people, are in a constant state of flux. Therefore Government agencies designed to execute the responsibilities related thereto must also be in a constant state of flux. From now on, many believe, the Government of the United States will continue to consist in large part of agencies that are in the throes of birth, obsolescence, and death; agencies that are being expanded, reduced, terminated, and transferred.

This trend is obviously of capital moment to archivists and records officers. It means we shall never catch up with a definitive arrangement of our records; we must maintain the utmost flexibility in our classification of records; we must have current administrative histories to record and illustrate the changes in jurisdictions, organizations, functions, and policies; we must ceaselessly push active disposal and transfer programs; we must devise quick and reliable means of administrative reference.

As seen in the Budget Bureau, the biggest problem is always the distribution of functions, whether of operating or terminating agencies. But immediately on the heels of this is the problem of records, which are also of prime importance. Members of the Bureau recognize that the National Archives performs a key function in this field and that the continuous retirement of Federal records is a necessity. The Budget Bureau and the National Archives in perfect team play can facilitate the establishment and operation of records retirement programs and can thus sensibly contribute toward efficient administration throughout the Government.

and methods for the orderly and timely winding up of the affairs of the temporary Federal agencies created for the purposes of the war . . . particularly with respect to personnel, property, accounts, space, and records." The National Archives is represented on the advisory committee.

The Preservation of War Records at the Air Technical Service Command¹

By MAJOR CHARLES M. THOMAS

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THE Air Technical Service Command has accumulated documentary materials of considerable volume during the past five years of war and preparation for war. Within the past few months more attention has been directed to the organization and preservation of these records. Prior to this year the documents were preserved all right, in the simplest meaning of the word. Our offices just kept everything, with little or no discrimination between papers which were of permanent value and those of transitory or no value. We now face the problem of destroying at least four-fifths of our papers in order to be able to organize the remaining 20% for permanent preservation. This is indeed a problem at a time when available help is becoming scarce.

Perhaps a word is in order concerning the nature of our activities at Wright Field and the type of documents that are produced in the course of the performance of the functions of the Command. The ATSC and its predecessor agencies since 1926 have been responsible for the experimental development, procurement, supply, and maintenance of all Army Air Forces materiel. The word materiel is the only one that needs emphasis in that one sentence statement of functions. There is no way in which I can adequately emphasize the meaning of materiel without going into a series of illustrations and this is not the place for a technical discussion. Sufficient to say that the phrase AAF materiel includes every airplane and almost every article of equipment used by the AAF and most of that which went on lend-lease.

Our people did four things in connection with this materiel. First they supervised much of the experimental development necessary in

¹ Read at the Annual Meeting of the Society of American Archivists, Indianapolis, Indiana, November 6, 1945.

its design. The records of our Experimental Engineering Division are well kept and they are not too voluminous for use. They are perhaps the most valuable records we have from the viewpoint of the future of Air Corps development, and perhaps also from the viewpoint of the Historian. Permanent memorandum reports prepared at the end of each experimental project describe in detail its development, regardless of whether it was a successful or an unsuccessful experiment. Of course it is important to preserve the records of the unsuccessful projects in order to offer some warning against the repetition of these failures by each successive generation in our laboratories. These memorandum reports and much of the correspondence connected with the experiments are well preserved and readily available in a form easy to read.

The second function of Wright Field was to supervise the procurement of AAF materiel, that is, to buy the airplanes and the equipment. The documentary files of our Procurement Division are indispensable in the determination of all contractual claims and for reference purposes in case of litigation. Such contractual records are of course preserved with great care and are readily available in case of inquiry on any individual contract. The volume of this contractual file is tremendous. The Historian engaged in research on trends in procurement policies can hope to use this central file only on a sampling basis. The Procurement Division is of course subdivided into sections, branches and units. It is often possible to use unit files far more effectively than central contract files if the research student is interested in a particular type of procurement or a long term trend or policy in procurement practice. These files of lower echelons have therefore been very useful to research Historians during the past three years. These unit files are usually made up of carbon copies of documents which also exist in the central files and it is probable that the unit files will disappear in the post-war consolidation of activities and destruction of duplicate files.

The third function of ATSC has been to organize the supply activities of the AAF. This means that the Supply Division had to arrange means of receiving the materiel from the manufacturer and distributing it to the using activity. Most of the actual work of delivering airplanes and equipment to the theatres was done by the Air Transport Command, the Ferrying Command, and other agencies, but the ATSC had to plan the flow of materiel so as to provide coordinated supply to world-wide activities. The difficulties involved become apparent when consideration is given to the problems of procurement and distribution of spare parts for every model of all airplanes wherever the planes were being used. The records of the Supply Division consist largely of statistical reports on stock balances of articles in each storage depot or echelon.

A single copy of one report printed on thin paper might well be weighed in pounds rather than ounces. Very early in the war, arrangements had to be made for the automatic destruction of most copies of such reports as soon as they ceased to be current. This practice of destroying obsolete multiple copies of reports was generally followed at ATSC. The basic rule is that the office of origin is responsible for keeping one archival copy of each report issued. It is probable that reports which were issued in large editions are the only documents that have been inadvertently lost to any great extent at our Command. When there are many copies of a report, it is easy for everyone to assume that someone else is keeping the archival copy and for no copy to be kept, in some cases during the pressure of war-time activity. It is possible that no one will ever have occasion to use a missing number of an obsolete supply balance report but the present practice is to attempt to determine the value of obsolete reports and to save or destroy them by positive action rather than by acts of omission.

The fourth function of ATSC has been to plan and supervise the maintenance of AAF materiel. Those of you who have been interested in such developments know that it is now evident that several of the nations can build good airplanes and aeronautical equipment. Many nations can buy and thus possess good materiel. But relatively few nations have successfully met the problems of maintenance. Inadequate maintenance results in high cost in terms of lifetime flying hours of any type of aeronautical equipment. Good maintenance contributes more flying hours to the Air Force than would be provided by the new production of all the factories of a great nation. There are many reasons for the exceptional maintenance standards developed in the Army Air Forces. The Maintenance Division of ATSC does not claim all the credit for this accomplishment, but Wright Field does preserve the documentary records showing the techniques by which these standards were developed. These records are relatively simple to organize, are accessible for use, and their preservation will probably present relatively few problems. The work of the Maintenance Division is closely allied to that of the Experimental Engineering Division and it is not surprising to find that the records of those two divisions are similar in presenting fewer disturbing problems. The records of the Procurement and Supply Divisions, because of volume alone, would present problems in any archives.

Within the past few months the ATSC has attacked with some vigor the problem of proper organization and preservation of its records. The first step was to realize that at least 80% of our files should be destroyed, and steps have been taken to dispose of these papers. It is

well known that the Army makes five copies of everything and no organization could or should maintain archives to hold the volume of material that has accumulated. The Historical Office regrets but recognizes the necessity of reduction in archives. During the past two years it has been convenient to do research in the files of a specialized unit of low echelon in a division and to find in those files coordinated carbon copies of letters written by all other related units dealing with a particular project. As these unit files are discontinued during post-war consolidation the central files of the Command will tend to become the sole depository for archives. The period of transition is not going to be pleasant for the research worker or the archivist. It may be a long period and the end product will not be Utopian, but progress is being made toward reorganization of the files.

The ATSC has recently gone into the microfilming field with enough enthusiasm and excellent equipment to compensate for former neglect of this device. The Adjutant's Office is microfilming bulky files, the primary objective being ease of storage. It is recognized that microfilming offers definite advantages but it may also have disadvantages. A realist must recognize that the War Department is not likely to be able to reprint all of these films when they begin to deteriorate. Microfilming is excellent for documents that must be preserved only because of the rare chance that one may be needed in a patent suit within the next twenty-five years. But I suspect we are also microfilming and then destroying some documents that the historian of the Twenty-second century would like to see. Fortunately the most important documents from the viewpoint of future experimental developments are the less voluminous files of the Engineering and Maintenance Division which are being preserved intact.

MICRO-DOTS

The German invention of a new photographic emulsion which permits the concealment of the micro-copy of a full-length letter beneath what appears to be an innocent period in a commonplace typewritten communication, is described by J. Edgar Hoover in the April, 1946 issue of *Reader's Digest*¹ under the title, "The Enemy's Masterpiece of Espionage." The significance of this to archivists is that, once the process has been commercialized, they will no longer be limited to a 30 to 1 reduction, but will be able to micro-copy records, such as large maps, of any size. It will also be possible to effect a further reduction of the bulk of records by using 16mm. film where now they are using 35mm.

¹ p. 1.

Questions and Answers

Question: Shall we bind our manuscript collections, such as our Governor's Correspondence; and if so, how?

Answer: Present day practice seems to favor leaving manuscripts unbound. The arguments advanced in favor of binding are that bound manuscripts are kept in order automatically; checking them in again after production for patron use is comparatively easy; a bound volume is easier to handle than unbound manuscripts; there is less of wear and tear upon fragile manuscripts, especially if mounted on guard sheets than from the shifting about and handling when in folders; and, that a bound volume gives greater protection against fire or water damage. On this last point the experience in the Albany fire of 1911 is often cited. Manuscripts mounted on paper with two-inch margins and bound were saved in almost perfect condition.

Bound volumes present certain disadvantages which would seem in most cases to outweigh the advantages. In the first place, the arrangement is inflexible, the addition of pertinent manuscripts which may come to light after binding being difficult if not impossible. The entire volume must be produced when one document only is asked for, adding to the wear and tear of all manuscripts in the volume and requiring a complete check of the whole volume each time to insure against pilfering. Several manuscripts in one volume cannot be exhibited simultaneously, unless the documents are removed from the volume. It is difficult to examine a manuscript critically—that is by such scientific aids as photography either plain or with infra-red and ultra violet rays, the microscope, etc.—when the document is in a bound volume. If the documents are mounted on hinges, there is danger of damage if the volume is carelessly closed. Binding is comparatively expensive. Binding of documents either directly or with guards is unsatisfactory because of variations in the sizes of paper. If bound directly the uneven margins (which of course should never be trimmed) will cause breaks on the edges. If the documents are mounted with hinges the binding will develop a bulge and warp.

If it is decided that the advantages of binding a collection overbalance the arguments against so doing, the recommended practice is to mount each sheet on paper giving at least a three-inch margin on the binding edge and at least two-inch margin on each of the other three edges, tipping the document to the sheet with a hinge made of rag bond paper or thin architect's linen. An ample dust flap should be attached to the three loose edges of the back cover.

The Collection and Preservation of Local Historical Pictures in the Minneapolis Public Library

By RUTH THOMPSON

*Minneapolis Public Library*¹

THIS article deals with my work during the past few years in collecting and preserving local historical pictures for the Minneapolis Public Library. This institution, always excelling in up-to-date service, had never emphasized the importance of local history material, especially those more ephemeral kinds which, even in a library usually land in the waste paper basket. The one reason, perhaps, was our proximity to the Minnesota Historical Society with its great collections in St. Paul. Minneapolitans however, began to be more and more interested in their own history and often wanted pictures to illustrate it. For instance, an advertizing artist needed a picture of, say, the Exposition Building, a club woman wanted pictures for her topic about early Minneapolis churches, and a school child asked for pictures of Father Hennepin and other early explorers in this region. All these patrons needed this pictorial material for circulation right away. To meet this growing demand the collection of local history pictures was begun in earnest.

In reviewing the development of this service, I recall this remark made about a local history enthusiast. "Minnesota has two historical societies. One of them is known by that name. The other one is Edward A. Bromley, Minneapolis newspaper man." Mr. Bromley made it his hobby to collect early negatives and photographs of local scenes and people. Away back in 1878 he purchased views of Minneapolis and St. Paul from B. F. Upton, one of the first daguerreotypists in the Northwest. He also bought the negatives of the Whitney Gallery, the oldest in St. Paul, the W. H. Jacoby Gallery of Minneapolis, and other early photographic studios. As a reporter and photographer for many years on the *Minneapolis Journal*, Mr. Bromley photographed many

¹ Miss Thompson retired on April 16, 1946, after this paper had been submitted and accepted for publication.

local scenes and citizens. He also went out among the Minnesota Indians in search of material for illustrated feature stories.

In 1914 Mr. Bromley sold a selection of 1800 negatives and 200 lantern slides to the Minneapolis Public Library. In writing to the Library Board about this sale, he stated: "As the result of my efforts I have obtained and collected negatives which otherwise would have been destroyed, and have been able to make and preserve negatives and views which will be of great interest and value to the coming generation and which will play an *important part in the ultimate history of this region*. This work has been a labor of love and what some people would call a 'fad' on my part."

A true prophecy! Surely many persons have become more loyal and intelligent Minneapolitans through looking at pictures of the "Falls of St. Anthony, 1853," the "first house in Minneapolis, 1848," the "first Suspension Bridge, 1855," the "Union School, 1857," and scores of other pictures of as great historical importance in the Bromley Collection. It must not be inferred, however, that this library is the sole possessor of the Bromley negatives. Mr. Bromley made many photographs and copies of negatives from his original collection, and sold them to the local newspapers and interested persons. Many of these pictures have found their way into the collection of the Minnesota Historical Society. I mention Mr. Bromley and his hobby not as biography, but as exhortation—"Go and do thou likewise." There are pictorial records in every community. Finding them is a worth while task for some interested person, perhaps, the librarian, a worker in a local historical society, or a public spirited citizen. A good example of this is found in Red Wing, Minnesota, where the late Mr. C. A. Rasmussen, president of the Goodhue County Historical Society, has specialized in collecting pictures of all the churches in the County, some of them being among the oldest in the State. Another example is Fred W. Johnson of New Ulm, Minnesota, who has been president of the Brown County Historical Society during its entire existence. He has been called New Ulm's "One Man Historical Society." In the county historical museum Mr. Johnson, besides his many other collections, has mounted on uniform sheets the printed and pictorial history of Brown County.

To return to the Bromley Collection. As an assistant in the Art Department of the library I classified and arranged these negatives. When the study of Minnesota history was introduced into the Minneapolis schools, I prepared, following the study outline, a large selection of circulating photographs, reproduced largely from the Bromley negatives. Older patrons also began to find this collection very useful. Every

kind of picture relating to Minneapolis was saved. Many came from the rotogravure sections of the newspapers, especially from the *Minneapolis Journal*, which had a flair for local history. Interested patrons sent in welcome contributions to the enterprise.

In 1940 the Minneapolis Library Board established the "Minneapolis Collection" with a separate alcove (library space was too limited for a separate room) in which to house "Minneapolisiana." The overflow of local history pictures now found a home. In the collection there are now approximately 10,000 pictures arranged in vertical files for convenient reference. This system follows the arrangement used in the Art Department, which in turn uses an adaptation of the simple scheme devised by John Cotton Dana of the Newark Public Library. This system has become well-known through the book published by the Newark Library, *The Picture Collection* now in its fifth edition. According to this plan pictures are filed alphabetically by subject in vertical files. The unmounted pictures on any one subject are kept in manila paper folders, while the mounted pictures on the same subject are put directly back of the folder, or in front if one so decides. This arrangement seems almost too easy to be effective, but such is not the case. We quote from *The Picture Collection*.

No arrangement is as good as an alphabetical one by subject because the pictures under this arrangement need not be catalogued, but are self-indexing. They are filed vertically like cards in a catalogue and the names of the subject under which they are arranged are written near the tops of the mounts. They can be easily consulted and pictures on any desired subject easily found. As occasion arises, cross references are inscribed on blank standard sized mounts and filed in their proper alphabetical sequence throughout the picture file. The edges are tipped with a bright strip of paper to distinguish them from the rest of the file.

In the well-equipped Newark Library over-size plates and pictures are also arranged alphabetically according to the same subject headings as the smaller pictures and stored horizontally in specially constructed compartments below the picture boxes. In the Minneapolis Collection they are, we hope, only temporarily arranged in the drawers of an antique black walnut secretary, which besides offering this useful service, imparts an old-fashioned, comfortable atmosphere to the Bay Window Alcove. The large framed pictures and maps are also stored out of sight behind this benevolent old secretary. No pictures in the Collection are of more use than these framed ones, most of them gifts from Minneapolitans moving from spacious homes into smaller ones. They are loaned for exhibits, anniversary and other celebrations. During the Minneapolis Centennial Celebration in 1938 they were exhibited

in the show windows of many downtown establishments. The walls of the Alcove are adorned with two old oil paintings by Henry Lewis, early panoramist of the Mississippi River; one of Fort Snelling, the other of the Falls of St. Anthony. Another treasure is a water color painting of these Falls by Captain Seth Eastman, Commandant at Fort Snelling in the 1840's. Another choice painting of the Falls by a pioneer Minneapolis artist, Alexander F. Loemans, has just been presented to the Collection by Mrs. A. J. Russell in memory of her husband, a newspaper columnist and local historian.

Some photographs of earlier Minneapolitans are appropriately kept in old-time family albums. A patron recently gave an old album bought in a second-hand book store. Impossible to identify any of the photographs, their backs instead of their faces are displayed, showing the names of many early Minneapolis and St. Paul photographic galleries. So every little bit of local history material seems to find a meaning all its own. The old stereographs furnish a real thrill with their presentation in three dimensions of early Minneapolis scenes. Then there are the old post cards with their views growing more precious all the time. Many stereopticon slides have been added to the original Bromley Collection. Comprehensive historical lectures accompany most of these slides, which are circulated from the Art Department.

It seems strange that so little attention has been given to the collection and preservation of historical pictures, both general and local. Romana Javitz, Supt. of the Picture Collection in the New York Public Library, wrote in the *Wilson's Bulletin*, November 1943: "Since libraries concern themselves with people and their heritage, with bringing to them the record of the past life and studies of man, they should more consciously accept the organization and availability of pictorial documents as an essential library service." Apply this advice to your own local community and collect its pictorial material. No project will more surely interest people in their library. They like to feel that the library is interested in them and in the history of their locality. They will send in gifts which are priceless, for they could never have been purchased.

From the standpoint of accuracy and historical evidence nothing is more dependable than a photograph. A painting or an illustration by an artist of an historical scene may be more or less fabricated by the imagination, but a photograph is seldom "faked." It presents "incontrovertible evidence" as the defense counsel for the Nazi war criminals had to admit after the showing of documentary films at the Nuremberg trials. A picture can reveal its meaning much more readily than can a written or verbal description. The Chinese have that oft-quoted proverb for this: "One picture is worth ten thousand words."

The method of selecting historical pictures differs somewhat from that used for a general picture collection. The person who makes the selection must have historical knowledge, perspective, a "feel" for the past, and the realization that "today is tomorrow's history." She should not be influenced by artistic considerations, for historical pictures are often far from being works of art. A general picture collection is at its best when all the pictures are uniformly mounted. On the contrary historical pictures should be kept as nearly as possible in their original condition. Newspaper cut-outs, easily worn and torn, however, should be mounted for durability. In the Minneapolis Collection such pictures are neatly trimmed with a cutting machine, mounted solidly with library paste, and then placed under a heavy weight for several days. An old iron letter press could do a better job. Skill and artistry, however, will succeed in making a smooth durable, pasted mount. The use of rubber cement results in an excellent appearance, but in time the rubber hardens and the picture loosens. Dry gelatine tissue can also be used, especially for mounting photographs.

The historical pictures in the Minneapolis Collection are not for general circulation—the pictures in the Art Department can supply that need, but are used for reference or taken out on special permit by research patrons who need this more detailed and comprehensive selection. Commercial artists, advertizing men, illustrators and authors are among the most frequent users. The simple classification of the pictures seems to have one advantage. Often patrons do not ask for a specific picture, but need the inspiration which comes from looking over different folders on a variety of subjects. The material in the pamphlet and clipping files of the Collection is arranged under the same subject headings as the pictures. Often pictures with the text supplement the separate pictures.

Minneapolis seems to have reached the age when many of its churches, schools, business concerns and other institutions are celebrating their fiftieth or seventy-fifth anniversaries. The pictures in the Collection have helped a great deal in making these celebrations successful. Here is one recent example. A prominent lithographing firm in honoring its organization in the early '80's has been running a series of advertisements in the morning paper for over a year. These illustrate and also describe a building or civic event which was well-known during the early years of the firm. A compilation of these "ads" will make an interesting illustrated history of Minneapolis several decades ago.

Often the large general collection in the Art Department is used to supplement the Minneapolis Collection. In the thorough research for the "Minnesota Document," a moving picture review of Minnesota's history produced by the Visual Education Service of the University of

Minnesota, those preparing it studied many pictures on various subjects, such as lumbering, mining, railroading, flour milling, farming, home and public life, military and civilian costumes, even to hair-do's and whiskers. Besides furnishing information and inspiration to authors for their writings, the pictures are often used as illustrations in their books. Sometimes an unexpected service can be rendered by the half tone cuts which the Minneapolis Civic and Commerce Association turned over to the library after its quarterly, *Minneapolis*, ceased publication.

So we might go on indefinitely emphasizing the usefulness of local history pictures. There is no end to either collection or potential use.

In 1937 workers on the WPA historical project completed a pictorial history of Minneapolis and Hennepin County. This file consists of 3500 photographs of uniform size, 5 by 7 inches. Each photograph is indexed and can be referred to instantly by number. Pictures in old library books and magazines were copied, as well as some pictures in private collections. Copies were also made from pictures in the historical files of the different City departments, as Fire, Water, Police, and Parks; also from such companies as the Street Railway, Telephone, and other institutions. New photographs were taken of current Minneapolis scenes and events. A start was made in photographing historic buildings and residences. This work should have been carried on by an official library photographer when the WPA ceased. It is not always feasible to preserve an old building, but pictures of it could keep it forever in memory. Such an enterprise carried on in different parts of the State would greatly facilitate the work of a committee of the Minnesota Historical for the preservation of historic buildings, which is under the chairmanship of Professor Laurence Schmeckebier of the Department of Fine Arts in the University of Minnesota.

This collection of local history pictures in the Minneapolis Public Library is small and incompletely arranged in comparison with the huge, thoroughly classified and analyzed collection in the Museum of the Minnesota Historical Society. In *Minnesota History* for December, 1934, there appears an article by Willoughby Babcock, former Curator of the Museum, entitled, "Cataloguing pictorial source material." In introducing his description of the high standards attained in the Museum in the care of historical pictures. Mr. Babcock quotes a significant paragraph from J. Fletcher Williams, early secretary of the Society. I close this article with this quotation as an inspirational message to everyone interested in local history. The Minnesota Historical Society has always followed Mr. Williams' good advice with wonderful results. Let us all become as wise and foresighted in collecting and preserving

the pictorial materials of our own communities. "Photography," wrote Mr. Williams in 1875, "is one of the most valuable aids in preserving history that we have. . . . The collection of photographs of our scenery in its natural state, before it was, or will be marred by the hand of man—or our ever changing and rapidly growing towns and cities—of our scenes and localities of historical interest and pride—of our early settlers and prominent pioneers and public men—of our Indian inhabitants, scarce noticed by our present generation, but destined to possess a wondrous interest to those who succeed us when that strange people have passed away—all these have been among our main objects."

Some Practical Suggestions Regarding Specifications for Rebinding Public Records

By ALBERT H. SCHNEIDER

Book Binder, Arcadia, California

IN DRAWING up a set of specifications for the guidance of public officers the writer realizes that there is much difference of opinion as to methods and materials.

There are several ways of repairing or rebinding record books. Every independent bookbinder has his pet theory or method regarding the proper way to restore records. Some of these methods are good while others are not at all suitable to the needs of public records.

Many of the trade binderies of today are not equipped to rebind record books properly. The great majority of our trade binderies deal almost entirely with library, legal or text bookbinding. They are highly mechanized and since so much of their work is done by machinery there have been few artisans trained in hand binding which is so essential in rebinding public records. In the matter of sewing many efforts have been made to find a method by which old records can be resealed mechanically without much real success.

Public record books consist of two principal parts. These are the book itself which contains the valuable records and is of the utmost importance, and the binding which serves to house and protect the book.

While the binding should be well made of the best materials in order satisfactorily to protect the record contained within, it is of secondary importance. In many cases too much attention has been paid to the making of an attractive binding rather than to repairing and protecting the books which it contains.

The following specifications for rebinding and repairing record books are the result of over twenty years experience and observation.

Record books having broken threads require that the entire book be resealed rather than have broken threads merely caught up. Thread, like everything else that goes into the manufacture of a record book, is made of organic material which is subject to deterioration. Where threads start to break in a record it is a good indication that

the thread is about worn out and should be completely replaced. This is one item that is too often neglected. The very best thread for this work is Hayes Irish Linen thread. For the average five hundred or six hundred page book this thread should not be lighter than 16/3.

There is an increasing tendency to sew old records books by cutting off the old sewing fold and then sewing perhaps ten or more sheets in a sewing machine—somewhat in the manner old library books are resewed. When this has been done it merely results in the perforation of the paper with disastrous results to the record in a few years, especially if it is one that receives a lot of use.

Sewing bands should be of the heavy woven cotton bands rather than other materials such as thin tapes, canvas strips or parchment.

Before resewing the center and back signature of the first and last sections should be reinforced by stripping with cambric or linen strips, using a good stripping paste and pressing between wax paper and chip or cardboard until dry. All signatures that are worn or torn at the sewing fold should be treated in the same manner. However, if a great many pages are loose, requiring much stripping, this method would produce a volume with a very thick back which would be undesirable. In such cases the book should have a new sewing fold rebuilt on all pages by one who knows such a process. Other alternatives would be to recopy or photograph the entire book.

All pages torn or broken by folds should be mended. Mending tissues, such as are used in mending library and text books, are not ordinarily satisfactory. Sticky adhesive acetate tapes should never be used on public records as many of these discolor the paper permanently and leave an oil residue which prevents ordinary mending methods later. There are some very satisfactory acetate mending mediums now on the market. The best of these are applied with heat and are colorless, easily removed and leave no discoloration.

The end papers or end sheets for indexes and other records that are used constantly should be of laminated cloth and paper. Hinges of end sheets should be made of eight ounce filled canvas rather than heavier or lighter materials. This end sheet should be sewed to the book through the waste sheet reinforced with a cloth strip.

After the end sheets have been sewed to the volume and stripped with muslin the book is cased.

In gluing the book the very best glycerine base flexible glue should be used. Such glue is made particularly for use in your climate. Insist on its use. If the proper flexible glue is used the volume will not snap and crack when opened. Too much cheap or improper glue has been used resulting in rapid deterioration of the volume.

The strapping for your record books should be either some soft leather such as goat splits, fleshers, sealskin, etc. These leathers should be soft and very flexible in order to adhere well and allow the book to open easily. Harsh materials, light cloth, heavy leather or canvas should not be used for this purpose.

The lug is formed by folding and pasting the upper waste sheet. This should be reinforced by inserting one or more pieces of press board or other heavy stiff paper to give it the proper strength. More heavy volumes break down to light weight lugs, or flaps than most any other cause.

The lids should be made of a good grade of binders board. For heavy Indexes etc. No. 5 is a good weight. For Deeds etc. No. 8 does very well. The lids should be split back far enough to allow the insertion of the lug or flap. Where the lug is not inserted into the lid the volume is denied much of the strength it needs at this point.

The backs or backbone should be made of several layers of press board or other hard paper board glued together with hard glue and pressed in a back mould until dry. Chip, straw or other soft porous board should not be used for backs at any time as they soon become soft.

The hubs on the backbone should be made of leather rather than softer cardboard for the same reason. They should also be of the low type now in use rather than the old style high, or extra hub, to obtain the maximum wear out of the binding material.

While there are some new synthetic materials that bear great promise in the binding field the old standbys, cowhide and canvas duck, are still reliable materials. Either No. 1 Red Russia cowhide or 10 to 12 ounce U. S. Army Duck are to be recommended as binding mediums. If cowhide is used the one-half or three-quarter binding, if sided with canvas or heavy book cloth, will wear fully as long and is much less expensive than full leather bindings especially if protected by a canvas cover or jacket.

All permanent public records should be protected by a canvas cover or jacket. These should be made of 10 or 12 ounce U. S. Army Duck, or equivalent, either white or colored. The white canvas will generally wear longest since dyeing usually weakens all fabrics to some degree. Canvas covers without the red leather corners will wear fully as long and cost considerably less.

Since public offices are primarily business institutions plain substantial records are to be desired. The best and most economical results are obtained by having permanent records inspected and repaired periodically rather than by neglecting them over great periods of time.

Standard for Permanent Record Photographic Microcopying Film (Gelatin—Silver Halide Emulsion Type)¹

THE exposed and processed film shall be of such a type that the quality of the image shall remain permanent under ordinary storage conditions. All film shall be of approved type of 16 mm or 35 mm size either perforated or unperforated as specified by the purchaser. Several manufacturers are making microcopying film to comply with this standard. Whenever practicable it is recommended that the approved types of film be used since it not only greatly reduces the number of expensive tests but also assures the user, with reasonable certainty, that film suitable for permanent records is being used. Permanent record type of microcopying film which has received the approval of the National Bureau of Standards may be identified by a solid triangle after the word "safety" in the edge marking of the film.

Detailed Requirements

Emulsion:

The emulsion or light sensitive coating shall be composed of silver-halide crystals of a size distribution entirely suitable for microcopying use, uniformly dispersed in a thin layer of high grade gelatine on one side of the film base. The white-light and spectral sensitivities shall be such that accurate and complete copies of the documents are obtained with the usual exposure and development technique.

Processing:

The film shall be developed with the usual organic developing agents such as "Metol," hydroquinone, glycin, etc., compounded to produce a silver image essentially black. Developers producing stained or colored images are not to be used. The films shall be fixed in the

¹ Printed, by permission, from the mimeographed bulletin issued by the National Bureau of Standards, September 14, 1943.

usual sodium thiosulphate fixing bath. Fixing baths containing ammonium thiosulphate shall not be used. No intensification or reduction of the developed image is permitted.

Hypo Content of Emulsion:

The hypo (sodium thiosulphate) content of the processed film shall not exceed 0.005 mg per square inch of film. The hypo content shall be determined by the method of Crabtree and Ross in the Journal of the Society of Motion Picture Engineers, Vol. 14, p. 419 (1930).² One square inch of film (1-5/8" of 16 mm of 3/4" of 35 mm film) is immersed in a shell vial 3/4 x 4" containing 10 ml of the following solutions:

Potassium bromide	25 grams
Mercuric chloride	25 grams
Water to make	1 liter

After the sample has remained in the above solution for 15 minutes the turbidity is compared with that of three similar shell vials containing the above solution, one with no hypo, one with 0.005 mg, and one with 0.010 mg hypo ($\text{Na}_2\text{S}_2\text{O}_3$). The comparison is made in a darkened room using a mercury lamp for illumination. The shell vials should rest on a black surface, the light entering from one side of the vials. The criterion is that the turbidity of the tested solution should not exceed that of the one having 0.005 mg of hypo.

Flexibility:

Flexibility is determined by means of a Pfund folding endurance tester used as described by Weber and Hill, National Bureau of Standards Miscellaneous Publication M158, obtainable from the Superintendent of Documents, Government Printing Office, Washington, D.C., price 5 cents.

Processed film, conditioned at 65% relative humidity, shall stand at least 16 single folds in the Pfund tester (19 mm between jaws) without breaking. Film aged 72 hours at 100°C and conditioned at 65% relative humidity shall not lose more than 25% in folding endurance of the original sample.

Film Base:

The film base shall be the slow burning cellulose-acetate type known

²In this article (p. 426) the sensitivity of the mercuric chloride test is given as 0.05 mg of hypo without stating the volume of solution or area or length of film. This value is obviously for 1 foot of film since with ordinary care 0.005 mg per frame of 35 mm film (1 square inch) is detectable.

as "safety" film. The thickness of the film base and emulsion shall be 0.0055 ± 0.0010 inch.

Relative Viscosity:

Four strips of processed film weighing 1.000 g. each are cut from the sample. Two of the strips are aged at 100°C for 72 hours. Each of the strips is dissolved in approximately 95 ml of reagent grade acetone in 100 ml volumetric flasks. Solution may be effected by repeated shakings for one to two hours or allowing it to stand over-night. After solution of the film base is completed and the emulsion has settled to the bottom, the flasks are immersed in a waterbath maintained at $30 \pm 0.05^\circ\text{C}$. When temperature equilibrium has been reached and the volume of the solution adjusted to 100 ml, a 5 ml portion is transferred to an Ostwald pipette immersed in the same constant-temperature bath. The time of flow of the solution through the capillary of the pipette is measured to at least one-fifth second. The time of flow is also measured for a 5 ml portion of the pure solvent. Not less than three readings should be made for each 5 ml portion. The relative viscosity is then calculated as the ratio of the time of flow of the solution to the time of flow of the solvent. Duplicate determinations shall be made on both the original and aged film sample and the duplicates should agree within five-tenths of a second. The change in relative viscosity caused by aging shall not exceed 5%.

pH Stability:

Four strips of processed film weighing 1.00 g. each are cut from the sample. Two of the strips are aged at 100°C for 72 hours. Each strip is placed in a 200 ml Erlenmeyer flask and dissolved in 100 ml of acetone-water solution containing 10 percent by volume of water. Solution may be effected by repeated shakings for one to two hours or allowing it to stand over-night. After solution of the film base is complete the pH of the solutions is measured with a glass electrode. The change in pH between the original and aged samples shall not exceed 0.5 pH unit. Duplicate determinations shall be made on both the original and aged film sample and the duplicate shall agree within 0.1 pH unit. Both the water and acetone shall be purified by distillation.

Nitrogen Content:

The film base shall not contain more than 0.15% nitrogen as cellulose nitrate. The determination for nitrogen shall be made as follows:

2.00 grams of film base, emulsion removed, are placed in an 800 ml Kjeldahl flask. Ninety ml of 30% sodium hydroxide and 10 ml of

ethyl alcohol are added. The sample is heated on the steam bath or over a low flame and 25 ml of 30% hydrogen peroxide are added slowly with agitation using a stirring rod or shaking the flask. When the first portion of hydrogen peroxide is boiled out, another 25 ml portion of hydrogen peroxide is added which is usually sufficient to dissolve completely the film base. The contents of the flask will now be about 200 ml.³

The solution is evaporated over a flame to about 75 ml volume to remove the last traces of ammonia, diluted to a total of 350 ml with distilled water, cooled, and immediately before connecting the flask to the Kjeldahl apparatus, 2.5 grams of DeVarda's alloy are added quickly.⁴ About 200 ml of distillate are collected in a 500 ml Erlenmeyer flask containing 50 ml of standard tenth-normal sulphuric acid.⁵ The excess acid is back titrated with tenth-normal sodium hydroxide using methyl red as indicator.

A blank determination is made on the reagents using the same quantities that are used in the actual determination. (The difference in the number of milliliters of hydroxide required for the blank and the sample, multiplied by 0.07, gives the percentage of nitrogen.)

³ When evaporating the solution following the peroxide digestion, mechanical loss by entrainment may occur if the solution is boiled down too far. This will give low results.

⁴ The total volume of the sample at the time of the addition of the DeVarda's alloy must be closely controlled. Too much or too little water added changes the alkali concentration so that the rate of reaction with the alloy and the corresponding reduction of the sodium nitrate present will be erratic.

⁵ When distilling the sample after addition of the DeVarda's alloy, some alkali may be carried over into the standard acid by entrainment if the distillation is carried too far or is too vigorous. This will give high results.

The Change in Editorship of The American Archivist

THE April issue of THE AMERICAN ARCHIVIST announced the resignation of Professor Theodore C. Pease, its first editor, and the appointment of Miss Margaret C. Norton, Archivist, Illinois State Library, as his successor. The Society of American Archivists is deeply grateful to Professor Pease for his successful work in building prestige for its quarterly, to the University of Illinois for its substantial subsidy and to Mr. Charles W. Paape for his faithful work as assistant editor. Above all, the Society is proud that one of its founding members, a leader in the historical profession, but never himself a practicing archivist, has cared enough about our objectives to devote eight and a half years of unpaid labor to editing its journal.

The change in editorship not only gave the opportunity for but demanded a reappraisal of policy to determine to what extent THE AMERICAN ARCHIVIST is meeting the needs of the members of the Society of American Archivists. The Council, the Board of Editors and the Editor-elect have been studying this problem in the months since Professor Pease asked to be relieved. The suggestions submitted by individuals have been most helpful.

Using the analogy of library literature, it would seem that most of the contributors to THE AMERICAN ARCHIVIST are writing for a journal like the LIBRARY QUARTERLY which is a scholarly review devoted to detailed and serious discussion of broader aspects of library work. Most of the readers of THE AMERICAN ARCHIVIST, especially those from the smaller institutions, however, seem to be asking for a lively professional magazine similar in scope to LIBRARY JOURNAL which is given over to shorter and more informal treatments of library technique. Both aspects are needed in a profession which, like our own, is still in the formative stage. Whether both types of periodicals can be successfully combined in a journal of the restricted size of THE AMERICAN ARCHIVIST is an as yet unanswered question.

Certainly, however, there is need for a better reflection of the varied interests of the members of the Society. The Society of American Archivists comprises not only representatives of the larger archival establishments, but also those of state agencies which perforce combine the functions of the state historical agency and the state archives,

custodians of local records, manuscript curators in research libraries, archivists of various types of nongovernmental institutions, and some foreign members.

The Committee on Archival Research of which Mr. Carl L. Lokke is chairman, is now making aggressive efforts to get articles of a broader coverage. Specifically we are seeking shorter articles on a great variety of subjects, treated in a very practical manner. This new editorial policy will not be reflected immediately because articles now at hand or in progress have been prepared with the former editorial style in view.

Many of the topics which it would be profitable to discuss do not rate long articles. To facilitate the exchange of ideas as to methods, equipment and archival theories, a new section is being added, called, for want of a better title, the *Technical Section*. Short descriptions of technique, specifications for equipment illustrated with line drawings or photographs, questions and answers will be used. Particularly material is wanted which can be used for fillers between longer articles. This section will be conducted by a Technical Committee now being appointed. Mr. Gust Skordas of the Maryland Hall of Records has consented to edit material on equipment, boxing, filing and similar subjects. The names of other members of this committee will be announced later. Contributions should be addressed either to any member of the Technical Committee or to the managing editor.

The News Notes Section is one of the most popular features of the *American Archivist* and will be continued under the capable editorship of Mr. Karl L. Trever of the National Archives.

The Book Review Section continued under Mr. Richard G. Wood, also of the National Archives, is being revamped. In the future less space will be devoted to extended reviews of archival reports which archivists should read for themselves, and more attention given to books and articles in allied fields which it is easy to miss.

A new feature is being introduced in this issue, entitled *The Archivist's Bookshelf*. This will give brief descriptions of older books not previously reviewed in THE AMERICAN ARCHIVIST. Some will be selections of the best books particularly useful to archivists themselves, as books on maps (in this number); some will be classics such as Madan's *Books in Manuscript*; others, books to be recommended to patrons, such as the best books on filing or methods of doing genealogical research. Ideas as to the types of books and titles of specific volumes, also suggestions as to the persons best qualified to do these notes will be welcomed by Mr. Wood.

The abstracts of foreign archival periodicals will be resumed as soon

as practicable, through the cooperation of The National Archives. Contributions by and about colleagues in other countries will be sought by our news editor and the Committee on International Relations.

THE AMERICAN ARCHIVIST is not just another periodical to which archivists subscribe. It is a cooperative enterprise which depends for its success upon the contents contributed by individuals. It is a great mistake for any member of the Society of American Archivists to assume that his methods and equipment and his solutions to problems are not of interest to others. Specifically we would like philosophical summaries of the results of the frequent questionnaires circulated between institutions. Every archival department and historical agency has unique features. Won't you please tell the rest of us about them?

The Archivist's Book Shelf

RICHARD G. WOOD, Editor

The National Archives

BOOKS ON MAPS¹

Official Map Publications, by Walter Thiele. (Chicago. American Library Association, 1938. Processed. Pp. xvi, 356. \$4.75.)

The first part of the volume is an historical sketch of cartography. The second and distinctive part describes contemporary (1938) government maps and mapping services of the United States, Canada, Latin America, Great Britain, and Germany, and summarizes the official map publications of Austria, Hungary, Norway, and the Netherlands. Appendices totaling nearly fifty pages include both regional and subjective map classification outlines; lists of State maps and of maps produced by "public planning organizations" in the United States on the local, state, regional, and national levels; and a list of maps produced or sponsored by international organizations or cooperating governments.

Among other uses, this book can be referred to for the identification of maps in terms of the official agency producing them; and it can be used as an acquisition tool.

General Cartography, by Erwin Raisz. (New York. McGraw-Hill Book Co., 1938. Pp. x, 370. \$4.00.)

A general work of the textbook sort, this book deals with historical cartography, map construction, types of maps, and globes and models.

After discussing early manuscript maps, the renaissance of maps beginning around 1500, and the reformation of cartography in the eighteenth century, the author gives the history of American cartography from colonial times to the 1930's. 'Time charts' (tabular chronologies, abbreviated but informative) are included in the historical treatment. This part of the book would be useful in learning the history of maps and would get the larger part of the archivist's attention, although Part Five, "Official and Professional Maps," would not be passed over.

Foreign Maps, by Everett C. Olson and Agnes Whitmarsh. (New York. Harper and Brothers, 1944. Pp. xvii, 237. \$4.00.)

Archivists and librarians may sometimes need to identify and interpret foreign maps. Not only are problems of languages involved; there are also problems of symbolism, of measurements and scales, and of grid and index systems. *Foreign Maps* can help solve these problems.

¹ Note might also be made of Lloyd A. Brown's *Notes on the Care and Cataloguing of Old Maps*, Windham Conn. Hawthorne House, 1940. Reviewed in *THE AMERICAN ARCHIVIST* Oct. 1941, vol. IV p. 283-284.

About one-third of the volume is devoted to language problems. Glossaries in 33 languages give terms found on maps, and a separate chapter gives linguistic information with reference to areas. Signs and symbols and grid systems are discussed in other chapters. There are 16 plates representing foreign maps and several comparative graphs of conventional symbols.

Down to Earth: Mapping for Everybody, by David Greenhood. (New York. Holiday House, 1944. Pp. x, 262. \$4.00.)

In words of the author, this "is a book for the amateur, designed to give him an understanding and appreciation of maps. . . ." No prior knowledge of cartography is needed to read this book, and reading it would enable the archivist to view any map with greater understanding.

The elements of cartography are explored in Part I, which ends with a chapter explaining map projections. Part II, entitled "Making Your Own," tells how to compile maps and how to make surveys. The third part of the book is concerned with forming a collection of maps and includes a list of map sources.

U.S. Department of Agriculture

DOROTHY W. BARTLETT

Reviews of Books

RICHARD G. WOOD, Editor

The National Archives
Washington 25, D.C.

Eleventh Annual Report of the Archivist of the United States for the Fiscal Year Ending June 30, 1945. (Washington. United States Government Printing Office, 1946. Pp. vi, 86.)

In an administration report of this kind it is expected that each year certain characteristics shall be repeated. In this report the Archivist stresses three major emphases—revision of administration, insufficiency of staff and appropriations, inadequacy of storage space and an analysis of disposal methods as approved by the Disposal Act, or otherwise recommended for closed or current records. These problems involve not alone the so-called “headquarters records,” but the widely scattered “field records” that make up half the total bulk of the Federal records. For the guidance of the various Federal agencies in scheduling or listing their records for disposal a manual was prepared by the National Archives on *How to Dispose of Records*. We quote the Archivist to show the ultimate responsibility. He says (p. 11): “It is the responsibility of the Archivist to appraise items on disposal lists and schedules and to report thereon to Congress. The National Archives in acting on comprehensive schedules appraises only those records proposed for disposal, and the reporting of such a schedule to Congress does not commit the Archivist to accept for transfer the items on it marked for retention.”

Matters hitherto dealt with in former reports, but again stressed, are concerning methods pursued with respect to accessions, preservation, technical treatments, and description of the records in the National Archives, together with making them accessible for use through the reference and other services of the agency. During the fiscal year here recorded the National Archives received about 74,000 cubic feet of records, bringing the total in custody there to 689,195 cubic feet. In this tremendous mass, ever enlarging, there has been during the year a reduction by processing of records previously awaiting packing and shelving from 147,000 to 102,000 cubic feet. “The situation,” says the *Report*, “is still serious, however, because efficient reference service cannot be rendered on records that remain in their shipping containers, and unless more labor is made available to the National Archives there seems to be little prospect of eliminating this still alarming backlog.” And “as more and more records are received it becomes increasingly difficult to fit them into the storage space left in the National Archives Building, and it has been obvious for some time that only a small part of the avalanche of war records that will descend upon the agency in the next few years can be accommodated in the

present building. Accordingly the Commissioner of Public Buildings was asked to request the construction of a records storage building for use by the National Archives and other Federal agencies." This situation was foreseen by some of those who, like the present reviewer, long years ago advocated a national repository for the archives of the Federal Government as a concentration centre. A site of ample acreage was considered desirable. Such a site had been chosen, but was diverted to the use of the present Senate building. The present site of the National Archives building was considered in dislocation, and almost as soon as the building began to be used changes were made by closing up courts to afford more storage facilities. It had taken so many decades with various national administrations, and with various Congresses, to get anywhere, that the friends of public archives had to accept that which was at long last conceded. So the situation now with the Federal archives is like having a home for the aged in the best central part of a city and providing an overflow burying ground in the suburbs—that does not make sense with respect to the Federal archives.

Since during the Second World War more than ten percent of the population of the United States was engaged in the war for the Government, either in the uniformed forces or in civilian service, they, as well as all the rest of us, were participants in the creation of some kind of public records, even if no more than in being registered or in rationing. Dr. Buck avers that though "records did not win the war," it is a fact "that without records, which constitute the administrative mind of any large organization, the war could not have been won." So we see that during this war, and in the aftermath of it, the making of records, creating a huge mass of paper, has cost several hundred million dollars each year, eventuating already at its end in some 18,000,000 to 20,000,000 cubic feet of records. Were these records, all of them, to be preserved, they "would fill eighteen buildings the size of the present National Archives Building, or if dumped" in a pile "would cover an acre of ground" and be "nearly as high as the Washington Monument." It stuns one to contemplate it! Manifestly these records are not in the National Archives building but, says the *Report*, "are scattered among thousands of Federal agencies in hundreds of thousands of offices, depots, or warehouses throughout the world," and they "cover the manifold activities of the Government at war and at peace. They account for the expenditure of billions of dollars, document the rights and privileges and obligations of millions of people, show how a mighty administrative machine works, and record for impartial judgment of history the aspirations, failures, and successes of the Nation." And yet, lest we forget, there is no provision made for bringing together these widely scattered records in proper storage for processing under the direction of a large number of trained men and women; because the Government does not make appropriations toward that end, while the accomplishment of this thing, so imperative, would cost much less than the building of a new cruiser. Moreover, it would in the long run prove to be economical.

Because of the great cost to maintain the Government's records, so scattered and yet so much unorganized and therefore unavailable, the Archivist has made

definite proposals toward their processing or reduction. He believes that two-thirds of them "need not be preserved after they have served their purpose." He recommends that "by destroying them promptly, instead of paying storage on them for years, the Government can effect great savings," and by this process, he declares, "more important, perhaps, than the dollars and cents savings is the fact that continuous elimination of records as they lose their usefulness helps to insure the recognition, preservation, and utilization of the significant records of the country's endeavors." This seems to this reviewer a compromise with a hard case, an expediency which must bring qualms of conscience to any appraiser of the written word. One man's meat is another man's poison—who knows? Some may say: "We live in an atomic age, who cares?" That is fatalism. This reviewer commiserates the Archivist and all those who are faced with problems so tremendous. It is scandalous that the National Archives staff has been reduced again and again, and is "less than 350 people." So small a number cannot handle alone the mass of records created during this war, not to mention those that have existed before. Here the Archivist has proposed legislation that would require the various Federal agencies to sift their records in their own organisms and make the consideration of disposal possible by furnishing the Archivist of the United States with "lists and schedules of records proposed for disposal," and, as already shown, subject to the procedure enacted by the Congress in the Act, "as amended," of July 6, and approved July 7, 1945, which Act is printed on pp. 48-50 of the *Report*.

A general organization chart, as approved on October 25, 1945, shows at a glance the revised plan of administration of the National Archives, of all functions under the Archivist and the relationship of the respective divisions within the organization. In the "general administration" fall the secretarial, managing, program, budget, operations, records appraisal, and records control officers. The "Departmental Records Division and Officers" and the "Special Records Divisions" and sections make up the control of the various departmental organisms of archives, and the collection of maps and charts, motion picture and sound recordings, photographic archives and research, veterans' records, and the library; while the "Business Service Divisions" manage the personnel, property, printing and processing, finance and accounts, etc. On pp. 57-61 are listed in title-a-line 220 "Record Groups" in the National Archives on October 31, 1945. These are numbered seriatim as they have been received from a "single autonomous agency." A word should be said about the Division of Maps and Charts which reported 404,455 maps and 785 atlases, of which about 200,000 are in manuscript or are annotated maps. The accessions for the year were 55,135 items—an astounding mass to handle and administer, but containing no doubt much of value to the technician and historical cartographer.

This reviewer cannot forbear to express his personal gratification in the competent administration of the National Archives of the United States, begun by Dr. R. D. W. Connor, the first Archivist, and continued by his successor

Dr. Solon J. Buck, both of whom were associated with him in the Public Archives Commission of the American Historical Association in earlier years.

VICTOR HUGO PALTSITS

Jamaica, New York

Indian Historical Records Commission: *Proceedings of Meetings, Vol. XXI, Twenty-First Meeting Held at Udaipur, December 1944*. (New Delhi, Government of India Press, 1945. Pp. 132, 50.)

One is sometimes impressed to see the extent to which normal peace-time interests and activities are pursued in time of war. For three years the war was close enough to the gates and the roof-tops of India to give the people a day-to-day sense of impending disaster, even in a small western town like Udaipur. Yet it appears from the numerous reports in this publication that interest and activity in archival matters continued throughout British India and the Indian States. This was manifested not so much in actual accomplishment as in planning for the future.

The name of the Commission indicates clearly where its thoughts are centered, namely, on the historical records of the country. The main objectives are the collection and preservation of Indian historical records, the extension of research by opening up more records to research students, the acquisition of improved technical equipment for the preservation and service of the records, and the training of archivists to handle them.

The most significant and important section of this publication is probably the "Appendix F," entitled "*Report On The Post-War Reorganization of Archives Offices and Historical Researches in India*." This report reviews briefly the history of records work in India and presents in considerable detail the objectives just mentioned. Attention is drawn to the many existing gaps in the files of the Imperial Record Department, and it is evident that chief objective is to fill in these gaps as far as possible from whatever source the records may be obtained, without too much thought being given to such matters of theory as "provenance," "uninterrupted official custody," and the like. It is recognized that many records will have to be obtained from government authorities in England and in foreign countries, that many others will be obtainable only from private persons in India and elsewhere, and furthermore, that a survey of Indian records is necessary.

Specific recommendations are made with a view to attaining these objectives. Under the heading of manuscripts records it is recommended (1) that microfilm copies of all unpublished records relating to modern Indian history not available in India should be obtained and preserved in the Imperial Record Department; (2) that all necessary steps should be taken for salvaging privately owned manuscripts in India, that the Central and Provincial Record Offices should be legally authorized to take charge of such manuscripts when their respective owners are willing to transfer them on mutually acceptable terms, and that such owners as may be prepared to provide for the better preservation of their manuscripts should be given such technical advice and

service as they may require; (3) that unwarranted destruction and export of historical manuscripts should be legally prohibited.

Under the heading of library facilities it is recommended (1) that microphotographic copies of all rare publications on India not available in that country should be obtained irrespective of the period they deal with and should be placed in the custody of the Imperial Record Department; (2) that all *bona fide* students should have access to these copies; (3) that the Imperial Record Department should supply at a reasonable price copies made from these microfilms to universities, learned societies, public libraries and such persons as may apply for them.

Under the heading of technical equipment it is recommended (1) that early steps be taken to air-condition the muniment rooms of the Imperial Record Department with a view to securing uniformity of temperature and relative humidity; (2) that vacuum fumigating and laminating equipment be installed in the Imperial Record Department at an early date; (3) that imparting instructions in theory and practice in archives-keeping be recognized as one of the normal duties of the Imperial Record Department.

The report concludes with a careful statement of the financial implications of the above recommendations.

ARTHUR H. LEAVITT

The National Archives

Annual Report of the Director, Historical Society of York County 1945. (York, Pennsylvania, 1945. Pp. 10. Enclosures.)

The Historical Society of York County, Pennsylvania, completed its fiftieth year of service in the cause of local history on March 25, 1945. The sole surviving member of the founding group is the Reverend Robert F. Gibson, former mayor of York, now a resident of Charlottesville, Virginia. Despite the inevitable handicaps of personnel, insufficient space, and inadequate equipment the Society can boast of a fine record of accomplishment as it rounds the half century mark.

The Society now has over 800 members in good standing and a staff of seven persons consisting of the director, a secretary, a typist, a genealogist, an indexer, and two caretakers. During the recent war years a plan has been formulated for the complete filing of all records including manuscripts, pamphlets, correspondence, memoranda, pictures, and maps. The new system involves a sub-numeric vertical file which already has 6,500 folders completed, and another 5,000 folders will be filed within the year. Another feature of the plan envisages a master card file of some 250,000 data cards arranged in a uniform manner.

Other activities of this energetic Society include the microfilming of the registers of all the county churches, the preparation of genealogical reports, the compilation of abstracts of all the wills and orphans court records from 1749 to 1850, the calendaring of the eighteenth century list of taxables, the copying of all advertisements in New York papers of the period of the American Revolution, the completion of an exhaustive index to the *History of York County*,

a listing of York County naturalizations for the years 1736-1940, and the collecting records of local participation in the Second World War. The Society also broadcasts a local history program once a week, and arranges lecture courses for schools and civic organizations.

Amongst recent notable accessions are a collection of Papers of the Treasurers of York County, presented from its Burton Historical Collection by the Detroit Public Library; a collection of 1,000 slides of local characters, incidents, and views; and photographs, manuscripts, memoranda, and maps relating to family histories, fire companies, street railways, township histories, and flora and fauna. The collections in the library and museum of the Society were examined by some 4,300 visitors and 35 school and civic organizations, during the year.

The mere statement of the activities, services, and holdings of the York County Historical Society, as indicated in its annual report, should be sufficient to cause many similar organizations to look to their laurels, particularly when it is realized that the Society operated on an annual budget of but \$14,000. There are even some state archives and libraries that could well emulate the energy, planning, and accomplishments of the local history society of this Pennsylvania county.

VICTOR GONDOS, JR.

National Archives

Retention and Preservation of Records, With Destruction Schedules, by the Chicago Bureau of Filing and Indexing. (Chicago. Chicago Bureau of Filing and Indexing, 1946. Pp. 26. Mimeographed. \$1.00.)

This small publication deals competently, though briefly, with a subject of increasingly recognized importance to the business establishments which form the major part of the publisher's clientele. There are three sections, of which the first is a five-page text containing an almost astonishing amount of useful information on records administration. Attention is devoted, for example, to the desirability of establishing separate files for records of temporary value, using the proper inks and papers for permanent records, planning file storage equipment for maximum efficiency and protection, and microfilming especially important papers for security. Sampling is described as a means of reducing bulk while retaining essential historical data, and suggestions are given as to how to conduct a records survey and prepare a schedule for retention and disposal. The three appendixes consist of a table, "Limitations for Civil Actions" arranged by states; an example of a records survey form; and a schedule of Department of Labor records approved for disposal after six months. The second major section, "Laws and Government Regulations on Record Preservation by Business," contains a summarization, with references to the applicable statutes and regulations, of the rules for records retention governing enterprises subject to the Interstate Commerce Act, the Fair Labor Standards Act, the Public Contracts Act, the Securities Exchange Act, and the Contract Settlement Act, as well as discussions of the records practices necessary in order to comply with income tax, price control, priority, social

security, unemployment insurance, and wage stabilization legislation. The third section is called a "Tabulation of about 100 papers found in a normal business office with length of time usually retained." Fifteen firms were surveyed, but the gaps in data are frequent and great variations in record-keeping practice are evident. The value of the table would perhaps have been increased by a more complete identification, at least as to type of business and volume of files, of the firms used for examples. A brief bibliography of materials on the destruction of business records completes the publication.

It is unfortunate that faults of format, arrangement, and style serve to lessen the usability of this stimulating and informative work. It is hoped, for example, that a future edition will be provided with a table of contents (an index now does double duty). A fuller discussion of methods of sampling might prove useful, and greater attention could be devoted to microfilming for the purpose of space-saving by disposal of original records rather than simply as a security measure.

ROBERT CLAUS

National Archives

Regulations to Govern the Destruction of Records of Steam Railroads, Issue of 1945, Prescribed by the Interstate Commerce Commission (Washington, Government Printing Office, 1945. Pp. 47. \$.15.)

Regulations to Govern the Preservation of Records of Class I Motor Carriers, Issue of 1942, Prescribed by the Interstate Commerce Commission. (Washington, Government Printing Office, 1943. Pp. 44. \$.10.)

These two books may be reviewed as one, as they are virtually the same regulations, one to apply to railway carriers, and one to apply to motor carriers. Each has an introductory section explaining the regulations governing the preservation and destruction of the accounts, records, and memoranda to which the regulations pertain. The chief part of the book, of course, is the actual regulations prescribing the length of time that each specific type of record must be retained, according to law. There is also an appendix with suggested forms for the use of carriers, and an alphabetical index to the contents.

Carriers are permitted to destroy a record after preserving it for the period of time specified for that particular record. If a carrier desires to destroy any records other than those named, it may petition the Commission to that effect. There is a new paragraph in these most recent issues providing that carriers may be granted authority to preserve photographic copies of certain records in lieu of original records, or copies thereof. This practice is becoming widely adopted, and is a great improvement in the preservation of records. The Denver & Rio Grande Western Railroad has microfilmed over twenty-two million documents, and has done a magnificent job of demonstrating the value of microfilming in the preservation of records.

An officer is appointed by the board of directors of the carrier to have supervision of the destruction of accounts, records, and memoranda. When any records are to be destroyed, this officer issues a written authority naming the person or persons by whom the records are to be destroyed. This written au-

thority is filed in the office of the issuing officer. It is not required that copies of these specific written authorities be filed with the Commission.

The precise method of destruction is not prescribed. The Commission is not concerned with the method so long as the destruction is authorized, and a certificate of destruction is filed as required by these regulations. If the records are not actually destroyed, but are disposed of by sale or otherwise, the certificate of destruction shall so state. Unless the carrier exercises great care in disposing of the records by sale, it may result in an infringement of Section 15 of the Interstate Commerce Act, which provides that a carrier shall not divulge to any person information concerning the business of a shipper or consignee which may be used to the detriment of such shipper or consignee. If any records are accidentally destroyed, by fire, flood, or other casualty, a statement certifying such destruction shall be filed with the officer having supervision of the destruction of records, and a copy of the statement shall be filed with the Commission.

The accounts, records, and memoranda of the carriers are listed in these books, but unfortunately the task of assigning an ICC item number to the individual company's documents is left to the carrier. Since there is often more than one number under which a record could very well be classified, this makes it possible to misconstrue, and assign a number which calls for a different period of retention. The carrier is held completely responsible for its classification, and if the ICC auditors find any discrepancies in checking the classification, the carrier is at fault. This hardly seems fair when in many cases the carrier seems to have a choice of numbers, which would appear equally correct for some specific record. This flaw greatly depreciates the value of the books, as it allows for such looseness of classification. The ideal situation would be for all carriers to agree to call their records by the same names, and to submit a uniform list, which classifications could be checked by the ICC, and thus give each similar record of all carriers the same item number.

The Denver & Rio Grande Western Railroad has a *Manual of Procedures*, a section of which (Section 15) is entitled "Preservation of Records." In this section are listed all the records, and the following information on each: Form Number, Name of Form, Section, Page, whether the document is an original or which duplicate, the Filing Point, ICC Item Number, period which records must be retained, and after which they may be destroyed or microfilmed according to D&RGW requirements. In some cases the railroad desires to keep records longer than is required by the Interstate Commerce Commission, but, of course, in no case do the railroad regulations infringe on the ICC requirements.

The D&RGW has distributed Section 15 of the Manual to all records custodians and is no longer widely distributing the ICC books. They have thus attained uniformity in the classification of their records, the officers now being responsible for the classification rather than the individual employee handling the records. The Supervisor of Records co-ordinates this program, and makes annual checks to see that all record custodians submit requests for authority to microfilm and destroy records. All requests for authority are

checked by the Supervisor of Records before being forwarded to the "officer having supervision of destruction." While the original work of matching records to ICC regulations is a difficult and long task, any carrier would be amply repaid by the results of its co-ordinated program as a substitution for the old haphazard methods of classification, which could very readily result in an expensive fine.

These two latest issues vary but little from the previous issues except in length of retention periods. In the cases where the period was changed, about ninety percent were reduced. While these two books issued by the Interstate Commerce Commission are very helpful, and in fact necessary, they will serve their purpose better when specific records can be assigned a definite number, with no degree of uncertainty, and uniformity of classification can be achieved.

DOROTHY K. TAYLOR

Denver & Rio Grande Western Railroad Company

Manual of Fire-Loss Prevention of the Federal Fire Council. ([Supercedes National Bureau of Standards Handbook H19] Washington, Government Printing Office, 1945. Pp. vii, 162. Appendix and bibliography. \$.30.)

The rapid rise of interest in the proper care, preservation and disposition of both public and private archives has resulted in the erection of a variety of specially designed record buildings. Unfortunately the architectural and building professions were not prepared to meet adequately the problems of the archivists. Artistic and monumental design has all too often taken precedence over practical records storage needs. Vault construction has been characterized by over-emphasis on burglar protection facilities and too little emphasis on fire protection and accessibility of the records.

Substantial progress was made through private organizations like the National Fire Prevention Association by the publication of standards of construction for buildings especially designed to protect valuable collections of records. Such publications, however, have had a very limited circulation and are inclined, in turn, to stress fire protection without sufficient concern for other archival problems. There is a definite need for close cooperation between the archivist and the technical expert on the dangers of fire and other destructive agents. Close liaison must be established and made a part of archives planning if the overall archival program is to be properly balanced.

For these reasons the *Manual of Fire-Loss Prevention* of the Federal Fire Council should be familiar to all those engaged in archival work. The establishment and maintenance of proper safeguards is the best guarantee of the security of records. The manual does not pretend to exhaust the subject but does present in condensed form ready reference to the types of fire protection and the rules for the safety of both personnel and the contents of buildings. There are special sections on "Construction and equipment for protecting records" and "Protection of records and valuables" which deal with physical protection. In addition to these sections every custodian of records should be

familiar with the facts presented on "Fire causes and their elimination," "Inspection of properties" and "Fire-loss prevention under war conditions." The inclusion of a list of 113 general and special references to publications on fire protection is important and adds to the general usefulness of the volume.

HUGH FLICK

War Department

Calendar of the American Fur Company's Papers edited by Grace Lee Nute. Part I, 1831-1842. Part II, 1841-1849. Volumes 2 and 3 in *Annual Report of the American Historical Association 1944*. (Washington. United States Government Printing Office, 1946. 2 vol. Pp. 20, xi, 1951. Printed and processed. \$2.00 per vol.)

This calendar is preceded by a reprint of an article by Miss Grace Lee Nute, Curator of Manuscripts of the Minnesota Historical Society and editor of the calendar, in which she describes the papers and tells of their history, and how the calendar came to be made. It was to make them more easily available to the scholarly public that the Association planned to publish this calendar so that the whole group of research scholars might consult them rather than the ten contributing libraries or historical societies. It is, however, a bit unfortunate that the publication had to be in near-print, rather than in print, as so much better a job could have been done.

The calendar is arranged generally in chronological order, following, in general, the arrangement in which the papers had been placed when sold to the New York Historical Society in 1879. The information on each item includes the date, the place where written, the person or persons to whom written, the place to which sent, pages of the contents, the location within the collection and the number of the document. Thus all of the essential information is given and the calendar suffices for all but the most meticulous scholar, who must see the document itself, and even for him, it gives a key to the location of the document, so that he need not waste days and weeks searching for a particular document. A subject index adds a great deal to the value of the work. This index is by addressee and by the subject of letter, arranged together in one alphabet, thus greatly facilitating of the use of the calendar.

The publication of this calendar, together with the opening up of the papers of the Hudson's Bay Company, will render available a mine of material for the study of the fur trade with all its ramifications, political, economic, and social, in Canada and in the United States and makes possible a great step forward in the realm of business history, which is now coming into its own as one of the principal fields of historical scholarship. We shall be looking for many publications soon anent the fur trade.

EDWARD F. ROWSE

National Archives

The Matabele Mission. A Selection from the Correspondence of John and Emily Moffat, David Livingstone and Others 1858-1878, edited by J. P. R.

Wallis. Government Archives of Southern Rhodesia. Oppenheimer Series, No. 2. (London. Chatto and Windus, 1945. Pp. xxxiii, 268. 2 plates, folding map. 30s.)

This volume is a worthy successor to the two volume edition of the Journals of Robert Moffat published as number 1 of the same series. It consists of a hundred and thirteen letters from missionaries concerned in establishing the first mission station Matabeleland, as well as fragments of journals, and other pertinent material. From a technical point of view, it is even more interesting than the earlier volumes, involving, as it does, a much greater task of editorial work. Dr. Wallis has presented us with an example of judicious selection, skillful arrangement, and adequate annotation which might well be studied by archivists interested in preserving and publishing early American church records, not only for these reasons but because the letters themselves, written more than a century later and a hemisphere away, present an extraordinary likeness to those of the religious pioneers of our own earliest frontier.

ELIZABETH KIEFFER

Franklin and Marshall College

The National Archives of Latin America, edited by Roscoe R. Hill (Cambridge, Massachusetts. Harvard University Press, 1945. Pp. xx, 169. Illustrations and appendix.)

This little volume, as Dr. W. G. Leland tells us in his preface, is a cooperative product of Inter-American scholarship. It was edited for the Joint Committee on Latin American Studies, which in turn represents three important research committees of the United States, and is dedicated to the Pan American Institute of Geography and History. The editor is well known for his monumental *Descriptive Catalogue of the Documents . . . in the Papeles Procedentes de Cuba Deposited, . . . at Seville*, for a decade of advisory work in Nicaragua, and for another decade of service in the National Archives at Washington. To the data afforded by these varied experiences he has added three extensive journeys through Latin America (two on commercial missions) and editorial work on the *Handbook of Latin American Studies*. Many of his contributions to the last named reports have been incorporated in the present work.

In a ten-page introduction Dr. Hill notes the beginnings of archival procedure in the Iberian Peninsula and shows how Spain and Portugal shifted the practice of carefully preserving routine administrative documents to their colonies. The resulting collections of the homelands and the present American republics fill enormous repositories into which burrowing specialists have barely penetrated. Dr. Hill's purpose is to lighten the preliminary stages of work for such researchers. His experience on both sides of the Atlantic well qualifies him for this task. He first mentions the problems that are common to each country and follows with a more detailed description of each of the nineteen separate archives. Salvador alone has no specific national agency of the sort. This conspicuous lack and the paucity of archivalia in a full half of the others may arise from the fact that these minor republics did not spring from colonial audiencias, as did Cuba and Guatemala, nor did they contain important colo-

nial municipalities. Lima, too, fails to offer the *legajos* (bundles) or bound volumes of documents that we might expect to find in that former seat of viceroyalty. A century of neglect and warfare and a fire (not the recent burning of the National Library), coupled with extensive purloining of valuable collections for sale abroad, have greatly depleted her former plethoric stores. Her present national archives dates only from 1919. The national archives in Argentina, Mexico, Bolivia, Brazil and Cuba, are in each case due to definite legislation adopted in the early period of independence. Seven others date from the last half of the nineteenth century and the remaining seven from the last three decades. In this group, too, one must place the United States.

In the chapter devoted to each archives Dr. Hill follows about the same general plan: an historical sketch; a description of regulations and methods of administration, determined largely by legislation; suggestions to professional scholars; some comment on the building that houses the archives (only two of these, in Cuba and Panama, were definitely built for this purpose; some older structures have been fairly well adapted to that end); lists of archivists; classification of groups of documents; publications. Among the last named are inventories, catalogues, and in some cases, selected series of documents. Argentina, Brazil, Mexico and Colombia have brought out notable volumes of this sort. There are also numerous articles relating to the various archives, generally the work of some noted historian. Of all this the editor makes good use, and often can check their work from personal observation. A fifteen-page index makes of this material a readily available, preliminary working tool in historical research.

ISAAC J. COX

Louisiana State University

Drei Vorträge zum Archivwesen der Gegenwart by Ernst Posner. (Stockholm, Alb. Bonniers Boktryckeri, 1940. Pp. 75 2:50 Rt.)

The first two of the three lectures given before the staff of the Royal Swedish State Archives cover rather broad subjects in brief space, but they reveal essentials with clarity and insight. On the development and problems of archival economy in the United States Dr. Posner observes that in the political climate of our country the pressure for establishing a national archives came not from administrative necessity but from the need of source materials for research. Thus the American Historical Association's activities are recounted. Some account is given of previous legislative efforts, of the National Archives Act, of the arrangement and facilities of the archives building, of state, local and business archives. There is also reference to professional development through education, and the work of the Society of American Archivists.

In the survey of the development of German archival economy since World War I, the problem of transfer of archives from Germany to France, Poland, and Belgium, the tendency toward unification of archives under governmental reorganization, the problem of dual administration of archives of royal houses, advances in education through the Institut für Archivwissenschaft, the necessity for and construction of new buildings, problems of changed forms

through standardization and reorganized office procedure, of right of inspection, of reduction of mass (and dangers of old paper drives, particularly in 1924), of provenance in relation to registry principle of organization—all these matters are considered in this compact though very readable lecture. As to trends under Nazism there is a hint in the mention of heavy demands since 1933 on archival staffs for materials used in genealogical research. Other developments, not associated with the movement, are also described: liberality in the loan of archives, the use of photocopy, and of the cellulose acetate coating similar to the lamination process. In addition, he touches on the subject of collecting non-official archives: papers of statesmen, politicians, military men, and other public officers, as well as on the subject of need for adequate terminology.

Discussing central archives versus ministerial archives, in his third lecture, Dr. Posner combines the survey and technical approach, presenting with some historical background the situation in several European countries, and citing Sweden as an example of great concentration with all its virtues and disadvantages. On the technical aspects of the problem he takes up the questions of getting cooperation of administrators in reduction of records, controlling destruction, and of organizing an archives department.

Again it must be said that although the treatment of the subjects of these three lectures is brief, the matter is concentrated and ably presented.

WALTER HAUSDORFER

Columbia University

Utbildningsfrågor Inom Litteraturtjänsten. Biblioteken Och Reproduktionsfrågan. Anföranden vid Tekniska Litteratursällskapets årsmöte den 20 mars och 25 maj 1945. (TLS Meddelande Nr. 1. Stockholm. 1945. Pp 50. processed.)

This work contains the proceedings of the Swedish Technical Literature Society as unfolded at its annual meeting on 20 March and 25 May 1945. The papers presented and the ensuing discussion treat of two major topics, the training of librarians and the matter of reproducing material for library use. Actually, this publication constitutes a warm tribute to the activity of American librarians, coupled with a thoroughgoing appreciation of superior American techniques in documentary reproduction. Again and again, America serves as the example to be followed. It is the land of experiments and of possibilities, from which lessons can be learned.

The discussion of the proper background and training for librarians is by no means devoid of interest to archivists, since it is directed to the problem of preparing personnel to care for special library collections such as might be found in archival institutions. Here the American Library Association and especially the Special Libraries Association are the accepted guides, and frank recognition is accorded to American pioneering in the field. With respect to the staffing of the special library, the Swedish ideal may be described as that hard-to-find person possessed of high qualifications in the required field—say, industrial research—combined with training in library science.

Of peculiar interest to archivists are the pages—about one-half of the entire

fifty—which are devoted to libraries and the modern methods of documentary reproduction. In his introductory remarks the librarian, Dr. C. Björkbom, stresses the effect on libraries of the tremendous flow of published material and the increasing demands of the reading public. These, in turn, necessitate the adoption of new and comparatively inexpensive methods of reproduction notably by means of photographic processes. In Björkbom's opinion, micro-filming won no wide acceptance among librarians until early in the 1920's. This method has proved invaluable to the library, since for a small sum any patron can obtain a photographic copy of a desired item for home study, while the original remains available to other readers. Inter-library loans may be avoided, and distance no longer plays a part. "It is as easy," one is told, "to obtain a photographic copy from America as from Gothenburg."

For archival establishments photocopies of manuscripts have proved especially significant: the Swedish State Archives, for example, has secured considerable material in this way from the Russian archives. Photography also may be employed to augment the library's resources. Material so acquired is relatively inexpensive and occupies very little space. Moreover, security copies can be made of unusually valuable books or documents. According to Björkbom, even ordinary wear and tear can be very destructive of library material and especially of newspapers. In his view, film editions of newspapers are a necessity if they are to be preserved as historical sources and if libraries are to have space for their holdings.

Next on the program is Gösta Grönwall's exposition of various duplicating devices such as the hectograph, rotaprint, and the addressograph—all familiar to most Americans interested in this subject. According to another speaker, Nils Torin, photocopying of archives is aimed at reproducing expeditiously large quantities of documentary material of diverse types and sizes on a medium that conserves space. In particular, Torin notes the need of identifying film copies for reference purposes, and to assist the searcher he suggests the insertion of blank spaces between each ten numbers in the film edition of a newspaper. Above all, he realizes the dependence upon reading machines, which, he hopes, in the future will become as convenient as typewriters.

According to the last speaker, G. M. Eklund, despite the absence in Sweden in World War II of all American technical journals and catalogs, it was clear that America still held the lead in microphotography, with respect to methods, cameras, and film. In Sweden, he reveals, this process suddenly became vital as a protection against wartime hazards, whereas Americans had been impressed largely by its practical advantages such as enhanced security for valuable records and a great saving in storage space. Eklund recalls that some time ago he received much information of value on microfilming technique in the United States from Dr. Vernon D. Tate of the National Archives. American microcopying cameras come in for high praise from Eklund, who finds them more adaptable than the cameras generally employed in Sweden. On the basis of his own experience he recommends a well-known American-made microfilm. American reading machines, he acknowledges, have progressed beyond the European models.

Throughout this section the emphasis rests upon American precedents

such as the microfilming of the NRA and AAA hearings. American photographic equipment is mentioned frequently in the text, and it is conspicuous in the two pages of illustrations in this work. The brief closing discussion also refers to American practices. Professor Velandar contributes his observations made on a tour of the United States in 1944. The engineer, G. M. Eklund, points out the possibility of renting microcopying cameras in Sweden as is done in America, and the librarian, Dr. Björkbohm, suggests that Swedish candidates for the doctorate take advantage of American photographic processes in publishing their dissertations.

As a whole, this publication demonstrates that a fertile field exists in Sweden for the latest in American equipment for documentary reproduction and for the most recent ideas, methods, and procedures relating to that subject. For the truth is that much of the discussion here reviewed hardly extends beyond the contents of the comprehensive *Manual on Methods of Reproducing Research Materials*, issued by the late Robert C. Binkley in 1936.

HAROLD LARSON

Arlington, Virginia

Foreign archival journals are once more reaching American hands. It is hoped that arrangements can be made to revive the practice of publishing abstracts in the *American Archivist* of the more significant items appearing in them. Meanwhile, we are indebted to Olga Paul of the National Archives staff for the English titles of the following articles and notes selected from those appearing in the Russian archival journal *Arkhiivnoe Delo*, 1940-1941. List of contents of *Arkhiivnoe delo*

1/53, 1940 April 7, 1940

G. Starov, Bolshevik planning of work in archival branches, pp. 1-7.

S. Markov, Approaching tasks of scientific research in archival branches. pp. 8-16.

Scientific method section

N. Korovkov, Russian diplomatic, pp. 17-37.

Exchange of experience

I. Varshavskii, On the improvement of reference work in the Government Archives of USSR, pp. 52-63.

I. Zinin, From experience in the work of the new registration of archival materials, pp. 64-70.

A. Bondarevskii, On the question of the elimination of archival materials not suitable for preservation, pp. 71-79.

G. Nikolskaia, Some questions on the systematization of partial fonds, pp. 80-85.

V. Levashev, About the systematization of archival material in chronological order, pp. 86-88.

Storage and restoration

V. F. Nikitin, The restoration of archival materials, pp. 89-100.

2/54, 1940, May 31, 1940.

N. Kniazev, A steadfast struggle for scientific organization of archival work, pp. 1-4.

N. Pavlova, Against an attempt at decentralization of the government archival fond, pp. 5-11.

Scientific method section

I. Kolesnikov, Auxiliary historical disciplines and their significance in historical and archival work, pp. 12-28.

Exchange of experience

M. Sokolov, From experience in the work of the Central Government Archives of the Red Army 1937-1939, pp. 29-40.

D. Bobrik, Experience in the work of the manuscript sources of the Government Historical Museum, pp. 41-53.

I. Tartakovskaia, Storage of archival materials in the Archives of the Main Administration of the Citizens' Aid Fleet, pp. 54-59.

P. Ermolaev, Archives of the active institutions of the Chuvash USSR, pp. 60-64.

Storage and restoration

P. Mizin and V. Chumadurova, Accelerated aging of paper and the effect on substances, changing during restoration, disinfection and conservation, pp. 65-86.

3/55, 1940, August 21, 1940

Twenty-two years of archival administration in the USSR. pp. 1-16.

Scientific method section

I. Kolesnikov, Auxiliary historical disciplines and their significance in historical and archival work, pp. 32-43.

Exchange of experience

A. Chernov, Contribution to the problem of compilation of guides to archives from the experience of the work of Gofky, pp. 44-55.

N. Szmakin, The work of the Central Government Navy Archives in publishing documents, pp. 61-65.

M. Muzikantova, From the history of archival work in the Turkoman SSR, pp. 66-72.

Storage and restoration

V. Yek, Experience in the use of cyanide in archival depositories, pp. 73-84.
1/57, 1941, April 19, 1941.

S. Markov, Summation of scientific work of archival branches in 1940, pp. 8-19.

Scientific method section

C. B. Veselovskii, Problems of scientific description of letterbooks, control, and copybooks of the Moscow government of the 16th and 17th centuries, pp. 20-35.

Exchange of experience

- G. Frolov, Experience in the organization of archival materials for exhibition on Gorki, pp. 58-62.
A. Kurbanov, Contribution to the history of the archival administration of the Azerbaijan SSR, pp. 63-67.
2/58, 1941, May 16, 1941.
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OLGA PAUL

National Archives

News Notes

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The National Archives
Washington 25, D.C.

LIBRARY OF CONGRESS

Among recent accessions to the Division of Manuscripts are 200 papers of Andrew Ellicott, 1784-1829; letters and notes pertaining to William Blake, 1804-1880; diary of Tobias Purrington of Maine, 1837-1841; 7 letter and account books of Lorenzo and José Margati, Philippine Islands and Boston merchants, 1845-1855, 1865-1887; diaries of James M. Hutchings, 1848-1855; journal of Robert Danby aboard the United States Steam Frigate *Mississippi*, 1852-1855; papers of James Petigru Boyce, 1854-1888, 1907; and papers of William E. Dodd (restricted). Additional papers of James McHenry, 1776-1814; the Shippen family, 1798-1855; A. A. Low and Brothers, 1842-1849; William Gregg, 1843-1872; John Fiske, 1867-1887; Mira Loyd Dock, 1899-1945; and Woodrow Wilson, 1914, (restricted) have also been received.

Miss Griffin's *Guide to Manuscripts Relating to American History in British Depositories Reproduced for the Division of Manuscripts* is now in press.

Pictorial Americana; a Select List of Photographic Negatives in the Prints and Photographs Division of the Library of Congress compiled by Milton Kaplan, is the title of a recent issuance of the Library of Congress. Indexed are over 750 negatives of American cities, scenes of battles, of eminent personages, presidential inaugurations, railroads, ships, and many other subjects. This list is published for the use of those who may wish to obtain copies of the prints described. It represents, of course, only a very small portion of the historical prints in the collections of the Library. The growth of the negatives file is assured, however, by the practice of systematically adding to it all photographic negatives of original material as they are made for the public or by the Library of Congress in the interest of the preservation of the collections.

INTERAGENCY RECORDS ADMINISTRATION CONFERENCE WASHINGTON, D.C.

The organization and arrangement of current records was the topic for discussion at the April meeting of the Conference. Participants on the panel included Maie A. Hardy, Social Security Board, Marion G. Nevitt, Agriculture Department, Esther A. Hoffman, American Red Cross, and Burton R. Kirby, State Department. Nona-Murray Lucke, Census Bureau, presided.

The April session of the Round Table on Case Studies of Records Management in Federal Agencies heard a discussion of the organization, management, and operation of records depositories by Everett O. Alldredge, Office Methods Branch, Navy Department. Sherrod E. East, Adjutant General's Office, War Department, supplemented Mr. Alldredge's remarks with comments on the records depots of the War Department.

AMERICAN LIBRARY ASSOCIATION

The Association's Committee on Archives and Libraries is now composed of Robert T. Hill, New York Public Library, chairman, Alta Grimm, Washington State Library, Eileene Stones, Burton Historical Collection (Detroit), Stanley Pargellis, Newberry Library (Chicago), and Louise Savage, Alderman Library, University of Virginia. The Committee was allotted a session on the program at the annual conference of the Association held at Buffalo in June. Details of the program were received too late to be noted in this issue.

AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION

The Washington Chapter of the Society held a roundtable discussion on March 21 of the demobilization and liquidation of wartime agencies with particular reference to their records. Much of the discussion was concerned with the records retirement plans and problems of the Selective Service System.

ALASKA

The biennial report of the Alaska Historical Library and Museum for 1943-1944 states that the "most imposing accession . . . for the biennium consisted of 235 volumes of customs files covering the years 1867-1914. These volumes contain more than 100,000 early letters, priceless in their value as Alaskan History source material. The records were received through the kindness of Mr. J. J. Connors and Mr. M. S. Whittier of the U. S. Customs Service . . . [who] guarded the records for many years."

COLORADO

Herbert O. Brayer, state archivist on leave, and director of the Western Range Cattle Industry Study, a Rockefeller Foundation Grant, sailed for England on April 26 for a year's research in Europe. While in Europe Mr. Brayer will also serve the Library of Congress as director of research in Western Americana.

DELAWARE

The Public Archives Commission has devoted much effort since the first of the year to the collection of as many records as are available from wartime agencies terminating their duties. All of the official records of the executive office of the State Council of Defense, those of the Emergency Medical Director, and those of the directors for the City of Wilmington and Sussex County. Some sector wardens have transferred their records, and many of

the files of the State War Finance Office have been received for permanent preservation.

KANSAS

The principal archival accession of the Kansas State Historical Society for the year ending October 16, 1945, was the Kansas Statistical Rolls for 1937 and 1938, consisting of 6,100 manuscript books. These statistics are compiled by assessors of the State Board of Agriculture. In the field of private manuscripts, the Society acquired 5 manuscript volumes and 100,288 individual manuscripts during the year. These included 51 documents, 1854-1870, received from the Shawnee County Commissioners relating to land transactions. The report also indicates that the archival holdings of the Society now consist of 28,820 manuscript volumes, 1,588,506 manuscripts, and 538 manuscript maps.

During March the Society acquired its now \$3,800 Recordak microfilm camera and Recordak Model C viewer. Funds for the purchase of this equipment were provided by the 1945 legislature. The first material to be filmed will be the Society's fine collection of Kansas newspapers, many of which are showing signs of wear because of age and use. Although the Society had previously not owned any microfilm of its own production, it did possess a number of interesting and valuable films, including the town records of Leavenworth and Topeka, filmed from the original documents in the Yale University Library, and more than a million names reproduced from the 1880 Federal census schedules.

Harold J. Henderson, formerly state supervisor of the Kansas Historical Records Survey, has joined the staff of the Kansas Historical Society.

MARYLAND

Among the more important records recently received at the Hall of Records are the probate papers of Baltimore County through the year 1788. The Hall of Records has announced the publication of a new volume prepared by Elizabeth Hartsook and Gust Skordas entitled *Land Office and Prerogative Court Records of Colonial Maryland*.

The Maryland Historical Society has acquired a number of interesting collections during the last quarter. Among these are deed and land papers, Baltimore and Prince Georges County, 1684-1853; King papers, including deeds and correspondence dealing with lands at Kingsville (Baltimore County), in Chester County, Pennsylvania, and in Mississippi; Rodgers papers, 1794-1914, including business papers and Civil War muster rolls; the register of the Trinity Episcopal Church, Baltimore, 1815-1836; letterbook, 1825-1839, and two account books, 1824-1864, of Thomas Ferguson, Baltimore merchant; and minute books of the Govanstown Academy, 1835-1855.

MICHIGAN

Word has been received that Lewis Beeson, acting superintendent of the Minnesota Historical Society, has been appointed secretary of the Michigan

Historical Commission to succeed G. N. Fuller, retired. Mr. Beeson will take up his duties with the Commission in July.

MINNESOTA

Richard R. Sackett has been appointed field director for the State Historical Society. This position was created by the legislature at its last session to provide a person to work with local historical societies and to supervise matters pertaining to historical sites.

MISSOURI

W. Francis English reports that Mrs. Nancy Cortelyou Prewitt has been appointed assistant director of the Western Historical Manuscripts Collection of the University of Missouri. Among the significant materials recently added to the Collection are the Ted Malone collection of war letters of service men and women; the papers of Ralph Lozier, congressman from Missouri, 1918-1935 (restricted); the papers of Dwight H. Brown, politician, journalist, and secretary of state for Missouri, 1933-1944; records of the Lexington, (Missouri), Turner Society, 1856 to recent date; and the papers of Allen McReynolds, member of the Missouri Constitutional Convention of 1943-1944. Additional papers of Herbert S. Hadley, covering the period 1912-1920, were also received. Hadley was governor of Missouri, 1909-1913, and floor leader for Theodore Roosevelt at the Chicago Republican Convention 1912.

NEW MEXICO

The editor notes with regret the death of Lansing B. Bloom, associate professor of history at the University of New Mexico, editor of the *New Mexico Historical Review*, and formerly assistant director of the School of American Research and Museum of New Mexico. Professor Bloom made trips to Mexico, Spain, and Italy where his work in the archives yielded many important documents pertaining to the history of the Southwest.

NEW YORK

Karl Hartzell has completed the task of culling and arranging for preservation the records of the New York State War Council and is now engaged in writing for publication by the State later in the year a popular history of home-front activities from 1940 to the recent termination of the Council. The book will be based on short-range study of Council records and personal consultations with the prominent leaders involved.

Representatives of 19 of the historical societies of New York State met at Albany on March 23 with Albert B. Corey, state historian, Carl Guthe, director of the State Museum, and Charles F. Gosnell, state librarian. Morning and afternoon sessions were devoted to discussing mutual aims and problems. A committee of six, with Dr. Corey as chairman, was appointed to formulate suggestions for the establishment of an informal central council to stimulate and direct activity in the individual societies. After considering the problems

involved, the committee will report at the annual meeting of the New York State Historical Society, to be held next September.

A three-day training institute for the local historians of New York State was held at Albany, during the first week of June, under the direction of Albert B. Corey, state historian. This gathering, largely a repetition of last year's successful series of meetings, came too late for reporting in this issue, but a fuller account is to be anticipated in October.

Paul W. Becker of Schenectady became acting assistant archivist in the Archives and History Division of the New York State Education Department on January 28, upon his release from the Army. He is filling the position of Howard W. Crocker, of Middleport, who is still on military leave.

The report of the New York Public Library for 1945, which appears in the April issue of its *Bulletin*, records noteworthy additions to that Library's manuscript resources. Its Arents Collection of material on tobacco acquired during the past year a number of presidential letters, mainly from Jefferson and Madison. It also acquired several autographs of royalty, the prize piece being an autograph letter signed by Queen Elizabeth. Its Berg Collection continued to acquire select groups of literary manuscripts and correspondence of noted authors, particularly English and American ones. The more detailed record of Manuscript Division accessions appearing in the May issue of that Library's *Bulletin* contains a description of one group of material of quasi archival character. This is an exchange of correspondence between President Harding and E. Mont. Reily, during the years 1919 and 1923. Of special interest are the letters from July 1921 to April 1923 relative to Puerto Rico during Reily's governorship of that island. There are about 115 items in the group.

Work is progressing at the New York Archdiocesan Archives, Saint Joseph's Seminary, Dunwoodie, Yonkers, New York, in the calendaring of the materials relating to the life and administration of John Hughes, First Archbishop of New York. This collection comprises the original materials from the files of the Archdiocese and an extensive accumulation of transcripts and photostats from European and other archives.

The New York Historical Society recently received as indicated in the January issue, a large collection of the business papers of Richard Irvin (not Irwin) and Company, commission merchants and investment brokers in New York City. The Society now reports that these manuscripts include 78 folio account books, 1848-1913, 72 letter-press letter books, 1865-1907, and boxes of orders, invoices, vouchers, bills of lading, and other papers. During the first semester of Professor Thomas C. Cochran's new course in business archives administration at New York University one student served as an intern at The New York Historical Society. Her particular laboratory work was surveying and arranging this collection of business records.

The Society has also added another important collection of papers to its already extensive holdings on James Duane. This latest acquisition, the bequest of William North Duane, augments the manuscript material already available on Duanesburgh and other land holdings in the Mohawk Valley, eastern New

York State and New York City, and supplements the James Duane papers and letters with letters to and from other members of the Duane family. James Duane's "Day Book, 1738-87" and his "Journals Chiefly respecting Duanesburgh and Minutes of attendance in Congress and of other business, 1765-89" (28 small vols. in 1) have been acquired through this bequest.

OHIO

Harlow Lindley, librarian of the Ohio State Archaeological and Historical Society, and ex-officio state archivist, reports recent acquisitions of archival material from the offices of the State Treasurer and the Adjutant General. The Society has also been authorized to acquire certain field records of the Cleveland Regional Office of the War Production Board, including records of the Salvage Department, Labor Production Department, Management Consultant Department, and Office of Civilian Requirements.

Since January 1, 1946, the Manuscript Department of the Ohio State Archaeological and Historical Society library has acquired a McKinley collection of 43 pieces; the Sexton collection of Civil War and early banking material in Ohio; a large collection of manuscripts and letters concerning old Ohio mills and canals; Ohio Governors' correspondence, 1814-21 and 1832-36; and a large collection of old manuscript maps from the Ohio Department of Public Works.

OREGON

The Oregon State Defense Council has transferred its administrative records to the Oregon State Archives. The files transferred include the records of the Administrator, the Civilian Protection Division and the Administrator's staff, 1941-1945, records of Civilian War Services, 1942-1944, and the Consumers' Interest Division, 1941-1943. An inventory of the early files of the Administrator for 1941-1942 and of all of the files of the Consumers' Interest Division and Civilian War Services has been completed, and the records are now open for use.

PENNSYLVANIA

Announcement has been made of the resumption of the publication of volumes in the *Inventory of the County Archives of Pennsylvania*. Sixteen volumes of a projected sixty-seven were published under the direction of the Pennsylvania Historical Records Survey of the Works Projects Administration. The present program contemplates the publication of the remaining volumes in the series under the auspices of the county governments of the Commonwealth. The forthcoming volumes will incorporate not only the resources of the Pennsylvania Historical Records Survey, but the results of new research, revised editorial work, and a careful re-examination of the subject matter incorporating the most recent legislation concerning Pennsylvania county government. The first two volumes to be made available deal with the records of Bradford County (No. 8) and Lehigh County (No. 39). Orders may be sent to the Archives Publishing Company of Pennsylvania, Inc., 410 Dauphin Building, Harrisburg, Pa. An average price of \$4.00 per hundred is expected.

WASHINGTON

Professors Herman J. Deutsch and Charles M. Gates are engaged in conducting a search for source materials relating to Washington history throughout the state and in out of state depositories.

WISCONSIN

Clifford Lord, formerly director of the New York Historical Association, has been appointed director of the Wisconsin State Historical Society to succeed Edward Alexander who resigned to become Educational Director for Colonial Williamsburg, Inc.

NOTES CONCERNING THE NATIONAL ARCHIVES—MAY 1946

Hitler's marriage certificate, private will, and last political testament, signed April 29, 1945, the day before he is believed to have died, have been received from the White House for permanent preservation and have been placed on display for an indefinite period in the Exhibition Hall of the National Archives. These documents, which the Federal Bureau of Investigation has examined and declared genuine, were captured by American Military Intelligence.

Among other records received recently by the National Archives are about 30,000 maps from the Office of the Chief of Engineers. Most of them are manuscript maps of surveys made throughout the United States by Army Engineers, 1800-1926. About a sixth of the maps relate to military affairs and the others to civil works. The Post Office Department has also transferred many of its older files, including records relating to the establishment of post offices and the appointment of postmasters, 1790-1930. Records of more recent date received include correspondence and maps of the American Battle Monuments Commission relating to military operations in France during World War I; central files of the Office of the Inspector General, War Department, 1917-34; and additional records of the Office of War Information, including sound recordings of broadcasts made by Franklin D. Roosevelt, 1942-45, and about 50,000 disks of sound recordings of broadcasts made by the Office of War Information to foreign countries, 1945.

Several more bodies of records in the custody of the archivist have been reproduced on microfilm and microcopies of them may now be ordered. They include records of the General Land Office, consisting of letters sent to Surveyors General and miscellaneous letters sent, 1790-1860; records of the Office of the Secretary of War, consisting of letters sent relating to military affairs and registers of letters received, 1800-1860; population schedules of the census of 1830 for Kentucky, Louisiana, South Carolina, and Virginia; records of the Wilkes Exploring Expedition, 1838-42; and records of the Southern Claims Commission, 1871-80.

The ninth and tenth annual reports of the archivist of the United States for the fiscal years 1942-43 and 1943-44, which were not published during the war, are now available in processed form. Another publication of the National Archives, now in press, is *Your Government's Records in the National Archives*.

It contains summary descriptions of the more than 200 groups of records into which the holdings of the National Archives have been divided. Copies of these publications may be obtained upon request from the Assistant Administrative Secretary of the National Archives.

THE FRANKLIN D. ROOSEVELT LIBRARY

The archivist of the United States has announced the opening of the search room of the Franklin D. Roosevelt Library at Hyde Park, New York. Manuscript material now available for use at the Library includes letters and documents relating to the business, legal, and domestic activities of the Roosevelt family, 1715-1928; papers relating to prominent Hudson Valley families in the seventeenth and eighteenth centuries; manuscripts on American naval history from the Revolution to World War I; and certain sections of Mr. Roosevelt's White House central files for the years 1933-41. The latter include correspondence, reports, and memoranda on the administration of Government agencies; correspondence on the enactment of legislation; letters from the public expressing opinions on matters of national controversy; and some correspondence on important events.

Also open to the public are official stenographic copies of Mr. Roosevelt's addresses as Governor and President; schedules of his daily appointments and trip itineraries; and papers relating to White House social functions. The Library's book and pamphlet collection consisting of general works, works on American naval history, and United States Government documents for the period of Mr. Roosevelt's administration, all White House press releases issued during his Presidency, and 85 volumes of newspaper clippings covering almost every phase of his public career are now available. Students and writers may also have access to Mr. Roosevelt's collection of some 6,000 photographs and to his large collection of naval paintings, art objects, family relics, and museum items.

On April 12 President Truman visited the Library on the occasion of his dedication of the Roosevelt home and grounds as a National Historic Site. Earlier on the same day, Mrs. Roosevelt accepted for the Library from representatives of the Common Council for American Unity a gift of 36 issues of American foreign-language newspapers containing reports of her husband's death.

The Library has also received a subject catalog, on cards, of 785 books from Mr. Roosevelt's library, compiled by him in 1921-22 during his convalescence from poliomyelitis. Written in Mr. Roosevelt's hand, the cards contain notations as to the purchase of the books and interesting bibliographical comments.

Mrs. Roosevelt has given the Library a body of correspondence and records dealing with White House social affairs for the period 1940-45, and manuscript material received from others includes the correspondence and other papers of the Library and Research Bureau of the Democratic National Committee, July 1932-May 1933, and the correspondence and records of Mrs. Roosevelt's Press Conference Association, 1942-45.

The Sixth Annual Report of the Archivist of the United States as to the

Franklin D. Roosevelt Library, 1944-45, has recently been published. It describes the part played by the late President in the establishment and development of the Library, summarizes the situation in regard to his personal papers, and discusses the tasks ahead for the Library. The fourth and fifth annual reports, which were not published during the war, are now being issued. Copies of these reports are available upon request from the Assistant Administrative Secretary of the National Archives, Washington 25, D.C.

Fred W. Shipman, Director of the Library, terminated his wartime appointment in Washington on January 7 and resumed his permanent station in Hyde Park.

PERSONNEL NOTES

The archivist of the United States has announced that the following have returned to the staff of the National Archives from military service or from war-service jobs in other agencies: Egbert R. Ferguson, Herman Friis, Welker W. Henderson, Albert H. Leisinger, William B. Rapley, and Vernon D. Tate. George H. Roach, of the staff of the Franklin D. Roosevelt Library, has also returned from military service and Charles S. Hall, on military leave from the Library since 1942, has resigned to accept a position at Marietta College.

OFFICE METHODS BRANCH, NAVY DEPARTMENT

Records management officers have now been designated in each Naval District and River Command to provide on the scene guidance and assistance on records management, correspondence management, and microfilming problems. Members of the Society of American Archivists will find that these officers, whose names and duty stations are given below, will have the most complete information available concerning naval records in the areas for which they are responsible.

The Districts, officers' names, and duty stations are as follows: First, Comdr. Harry W. Lawson, Boston, Massachusetts; Third, Robert A. Shiff, New York, N.Y.; Fourth, Lt. R. Galinsky, Philadelphia, Pennsylvania; Fifth, Mr. (formerly Captain) Levi Roberts, Norfolk, Virginia; Sixth, Mr. H. S. Moss, Charleston, South Carolina; Seventh, Mr. Bernard L. Michel, Miami, Florida; Eighth, Lt. Comdr. J. E. Rice, New Orleans, Louisiana; Ninth, Mr. (formerly Lt.) Joseph Schleich, Chicago, Illinois; Tenth, Lt. Comdr. M. R. Gorbea, San Juan, P.R.; Eleventh, Mr. William A. O'Neal, San Diego, California; Twelfth, Mrs. Marian Thompson (acting), San Francisco, California; Thirteenth, Mr. (formerly Lt. Comdr.) Loren G. Strawn, Seattle, Washington; Fourteenth, Mr. Manuel deMello, Pearl Harbor, T.H.; Fifteenth, Miss Dorothy Gray, Balboa, Canal Zone; Potomac River Naval Command, Lt. Edward A. Krueiski, Washington, D.C.; and Severn River Naval Command, Mr. O. E. Cherry, Annapolis, Maryland.

The district records management officers and the directors of the four naval records management centers met at the New Orleans center during the week of June 10, 1946, for the annual conference and training seminar conducted by Everett O. Alldredge, chief of Field Program Planning, and Comdr. Herbert E. Angel, USNR, director of Office Methods.

John F. X. Britt, formerly analyst at the New York center and in the headquarters office in Washington, has been designated director of the records center in Philadelphia, succeeding Lt. Neisen R. Bank, USNR, who has returned to inactive duty. Dee Bramwell, recently a lieutenant commander in the Naval Reserve and formerly connected with the WPA Historical Records Survey, has been appointed assistant director of the Navy Department records center in Washington, D.C.

In the headquarters office of the Office Methods Branch, Arthur Barcan, formerly a Captain in the Army of the United States, has been appointed as records analyst. Clifford Johnson, records analyst, has been transferred from the branch to become records officer in the Executive Office of the Secretary of the Navy. Everett O. Alldredge and Charles A. Sterman, both lieutenants in the Naval Reserve, have returned to inactive duty but continue as civilians in their respective assignments, chief of Field Program Planning and Head of Current Records Management. Before going out of uniform, Lt. Alldredge was given a letter of commendation from the Secretary of the Navy and was awarded the Navy Commendation Ribbon for his accomplishments as founder and first officer in charge of the records centers at Philadelphia and Los Angeles.